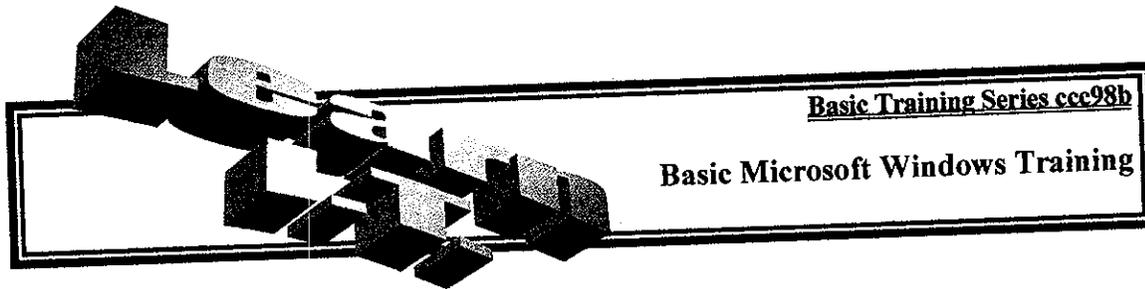


PN-ACN-216



General Computer User's Manual
- Microsoft Windows 95/98/NT

DOF-DFG TRAINING 99-1

*A Fiscal Policy Analysis Activity in
cooperation with CCPAP, DOF,
USAID, and BARENTS*

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Instructor
CCPAP-MIS*

Contents

Preface

About This Manual	<i>i</i>
Symbols and Conventions	<i>i</i>

Chapter 1

Setting Up Your Computer

Connecting the Parts	<i>1-1</i>
Step 1: Connect the Keyboard	<i>1-1</i>
Step 2: Connect the Mouse	<i>1-1</i>
Step 3: Connect the Printer	<i>1-2</i>
Step 4: Connect the Monitor	<i>1-3</i>
Step 5: Connect to a Power Source	<i>1-4</i>
The Post-Setup Checklist	<i>1-5</i>

Chapter 2

Using Windows

Before You Start	<i>2-1</i>
Getting Started with Windows	<i>2-5</i>
Logging on to the Network	<i>2-5</i>
Getting to Know Start Button	<i>2-6</i>
The Windows Taskbar	<i>2-8</i>
Working with Programs	<i>2-9</i>
Opening a Document	<i>2-12</i>
Finding a File or Folder on Your Computer	<i>2-16</i>
Getting Help	<i>2-17</i>
Shutting Down	<i>2-23</i>
Exploring Your Computer	<i>2-25</i>
Organizing Files and Folders	<i>2-28</i>
Working Within Documents	<i>2-33</i>
Printing a Document	<i>2-38</i>
Do's and Don'ts of Working with Your Computer	<i>2-40</i>

Chapter 3

Working in DOS Mode

How To Get To DOS Mode	3-1
Basic DOS Commands for Windows 95	3-1
Basic DOS Commands for Windows NT	3-12
Common DOS Error Messages	3-22

Chapter 4

Communicating with People

Internet? E-mail?	4-1
How to use E-mail using Eudora Light	4-2
Checking for a New Message	4-2
Creating an Outgoing Message	4-2
Attaching a File to a Message	4-3
Sending a Message	4-3
Sending a Rejected Message	4-4
Replying to a Message	4-5
Forwarding a Message	4-5
Printing a Message	4-6
Deleting a Message	4-6
Converting E-mail to a File	4-6
Saving a Message as a File	4-6
Saving an Attachment as a File	4-7
Using the Address Book	4-8
Creating New Entries	4-8
Deleting Entries	4-10

Chapter 5

THE INTERNET

The Internet: How It works	5-1
Browsers	5-2
Browser Facts	5-2
A Browser Interface	5-3
A Web Page Interface	5-4
Browser Key features	5-5
Where to go?	5-6
What you can do with your browser	5-8
Research	5-8
Buying anything online	5-9
Secure sites	5-9
Chat	5-9
Saving Internet Objects	5-9

Customizing your browser	5-10
Browser Home Page	5-10
Text Search	5-10
Entering a Web Address	5-10
Revisit recently viewed pages	5-11
Add a page to the Links Bar	5-11
Favorites	5-11
Smileys or Emoticons	5-12
Communication Abbreviations	5-18
Some useful URLs	5-19

SOME FACTS ABOUT INTERNET IN THE PHILIPPINES

PREFACE

About this Manual

This manual provides the information you need to start using your computer. It is designed as a primer, and NOT as a technical manual. For this reason, the entire text is presented in the simplest way possible. It covers only the most fundamental topics that will help you get started, including:

- how to set up your computer
- using Windows (covers both 95 and NT)
- connecting to the network (Local Area Network)

To learn how to use specific programs installed in your computer, consult their manuals or get in touch with your system administrator.

Symbols and Conventions

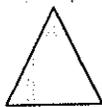
The following format conventions are used throughout this manual.

- Key names appear in boldface type. For example, **Enter**, **Delete**, **Shift**.
- When keys must be pressed at the same time, the action is represented by the key names and the plus (+) symbol. For example, **Ctrl + Alt + Delete**.
- When you need to make a selection using the mouse, you will be directed to either point, click, or double-click on the item.
- Technical terms appear in *italics*.

The following words and symbols mark special messages throughout this manual.



WARNING: Text set off in this manner indicates that failure to follow directions in the warning could result in bodily harm or loss of life.



CAUTION: Text set off in this manner indicates that failure to follow directions could result in damage to equipment or loss of information.

IMPORTANT: Text set off in this manner presents clarifying information or specific instructions.

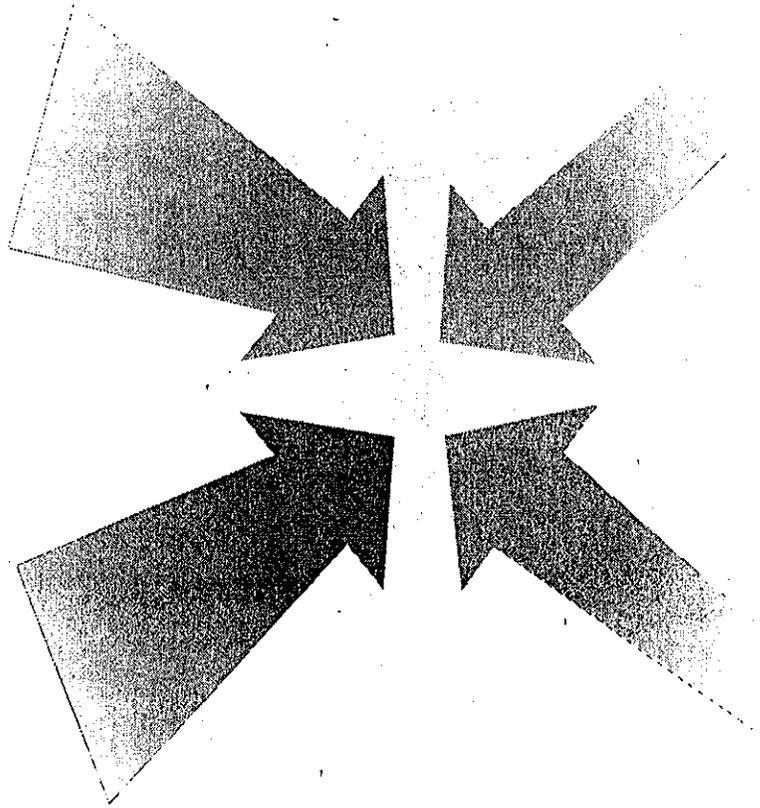
NOTE: Text set off in this manner presents commentary or interesting points of information.

TIPS: Text set off in this manner gives you helpful hints for using your computer and completing tasks.

In some sections, most instructions reference a specific part of equipment like this:

This is the instruction that references a **specific part**  shown in the illustration.

To locate that part, simply look for the matching number in the illustration.



Setting Up Your Computer

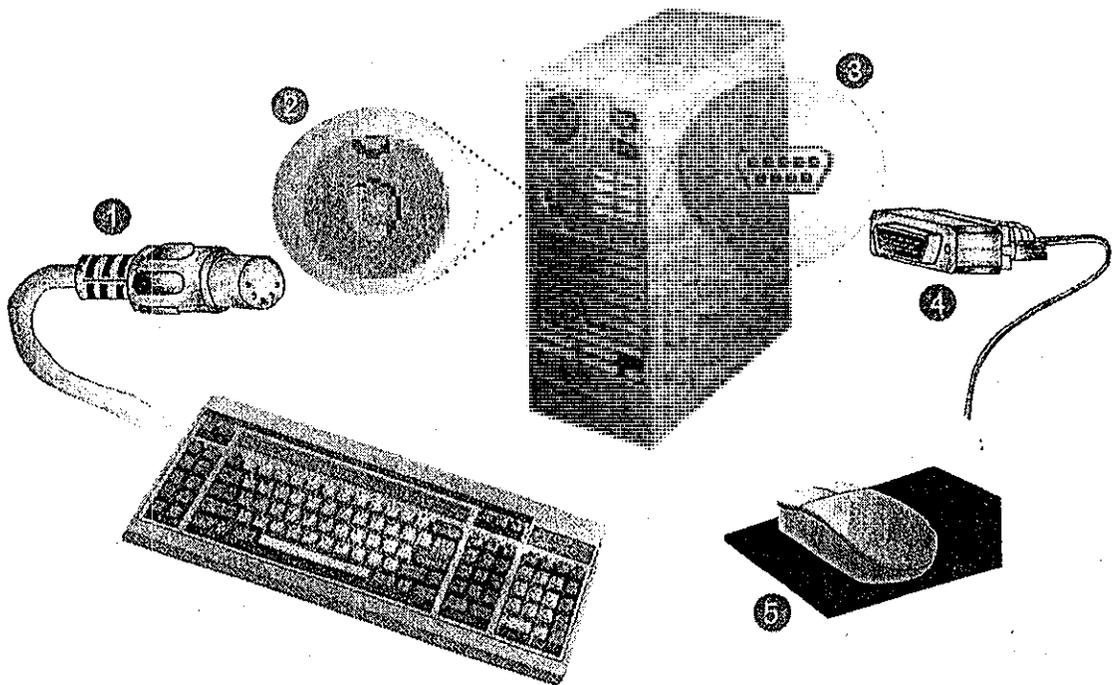
Connecting the Parts

STEP Connect The Keyboard

Plug the *keyboard cable* ① into the matching round connector, called the *keyboard port* ②, on the back of your computer.



CAUTION: To avoid damages to the metal pins located in the cable, make sure that they are properly aligned with the holes as you try to join them.



STEP Connect The Mouse

Locate the connector with 9 holes on the back of the computer. This connector is called a *serial port* ③. Plug the *mouse cable* ④ into this connector.

Place the mouse on a clean, flat surface. Use a *mouse pad* ⑤ if one is available.

STEP Connect the Printer

Plug the female end of the *printer cable* ⑥ into the printer.

NOTE: Secure this connection by pushing the clips located on the sides of the connector inward

If you do not use a data switch:

Find the connector on the back of your computer that has 25 holes . This is called *parallel port* ⑦ . Plug the other end of the printer cable to this connector.

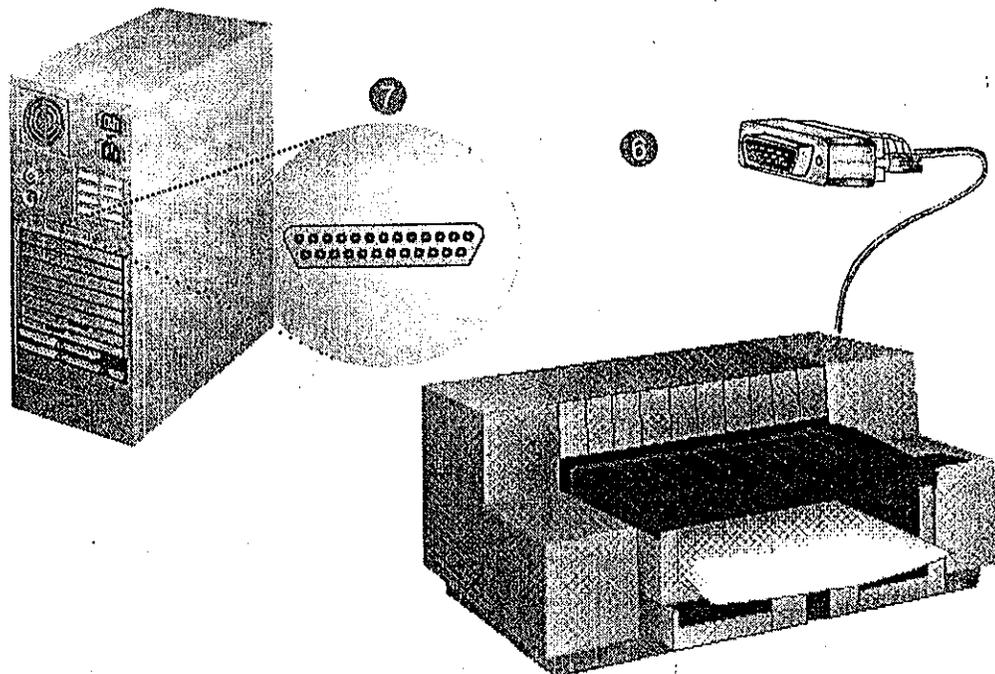
NOTE: Secure this connection by tightening the screws on the sides of the printer cable end.

If you share a printer with another computer using a data switch:

Find the connector on the back of the data switch that has 25 holes. Plug the other end of the printer cable to this connector.

NOTE: Secure this connection by tightening the screws on the sides of the printer cable end.

Get another printer cable. Connect the female end to either connector labeled **A** or **B** on the back of the data switch, and the other end to the parallel port on the back of your computer.



STEP Connect the Monitor

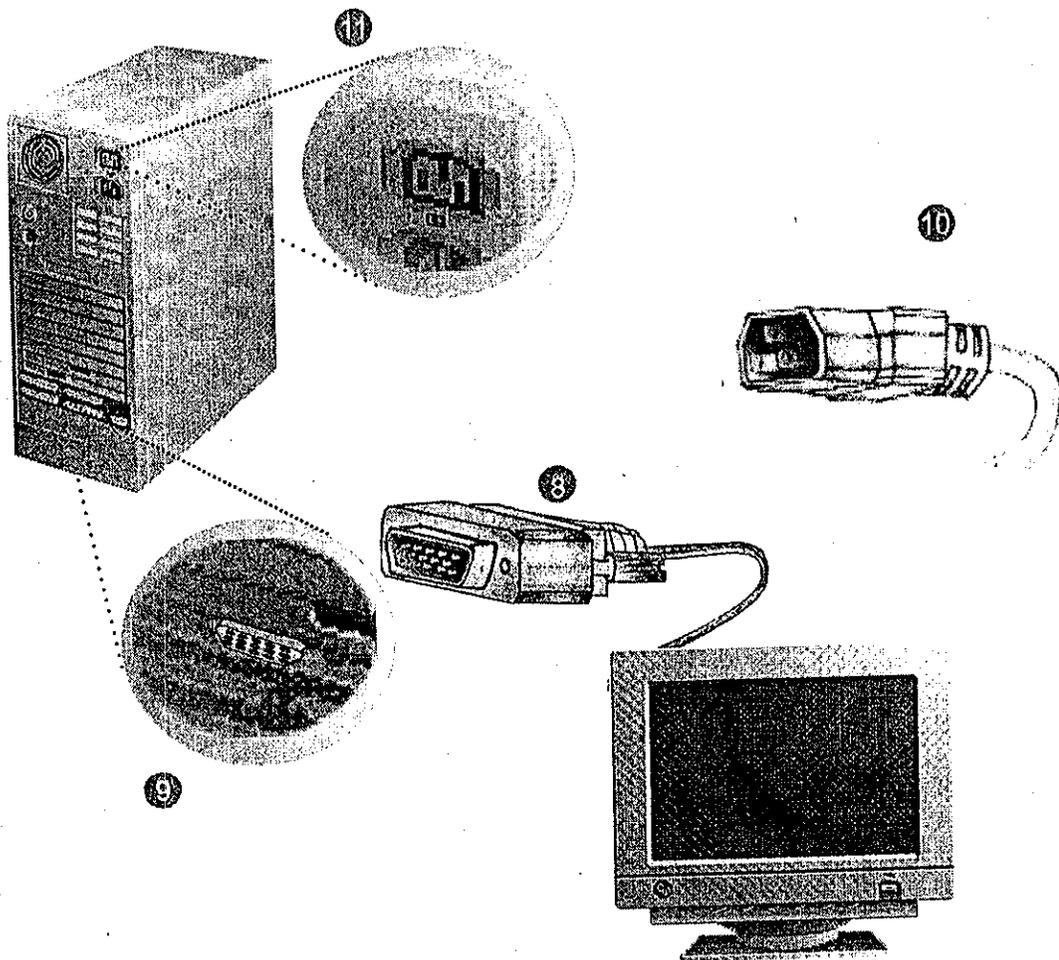
Plug the free end of the *monitor signal cable* ⑧ into the *monitor connector* ⑨ on the back of your computer.

NOTE: Secure this connection by tightening the screws.

Plug the end of the *monitor power cord* ⑩ into the appropriate *power source* ⑪.



CAUTION: To avoid equipment damage and physical harm, make sure that you properly match the voltage (110V or 220V AC) when making power connections. Also check the *voltage select switch* on the back of the computer if it is in proper position.



STEP **Connect To A Power Source**

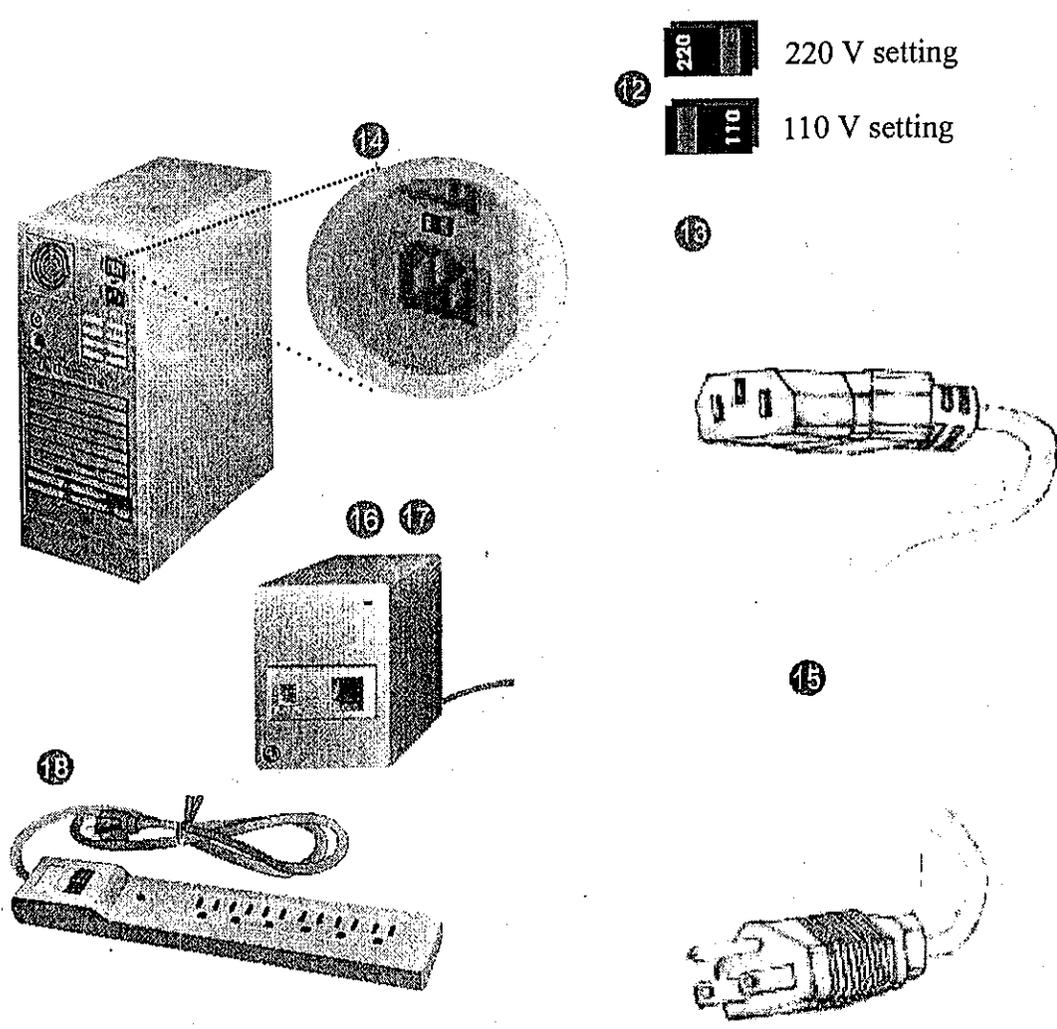


CAUTION: To avoid equipment damage and physical harm, make sure that you properly match the voltage (110V or 220V AC) when making power connections. Also check the *voltage select switch* 12 on the back of the computer if it is in proper position.

Plug the *power cord* 13 into the *power cord connector* 14 on the back of your computer.

Plug the *male end* 15 of the power cord into the *power source* 16.

It is also strongly suggested that you use an *Automatic Voltage Regulator* 17 (AVR) and/ or *Surge Suppressor* 18 whenever available. An Uninterrupted Power Supply (UPS) is also ideal



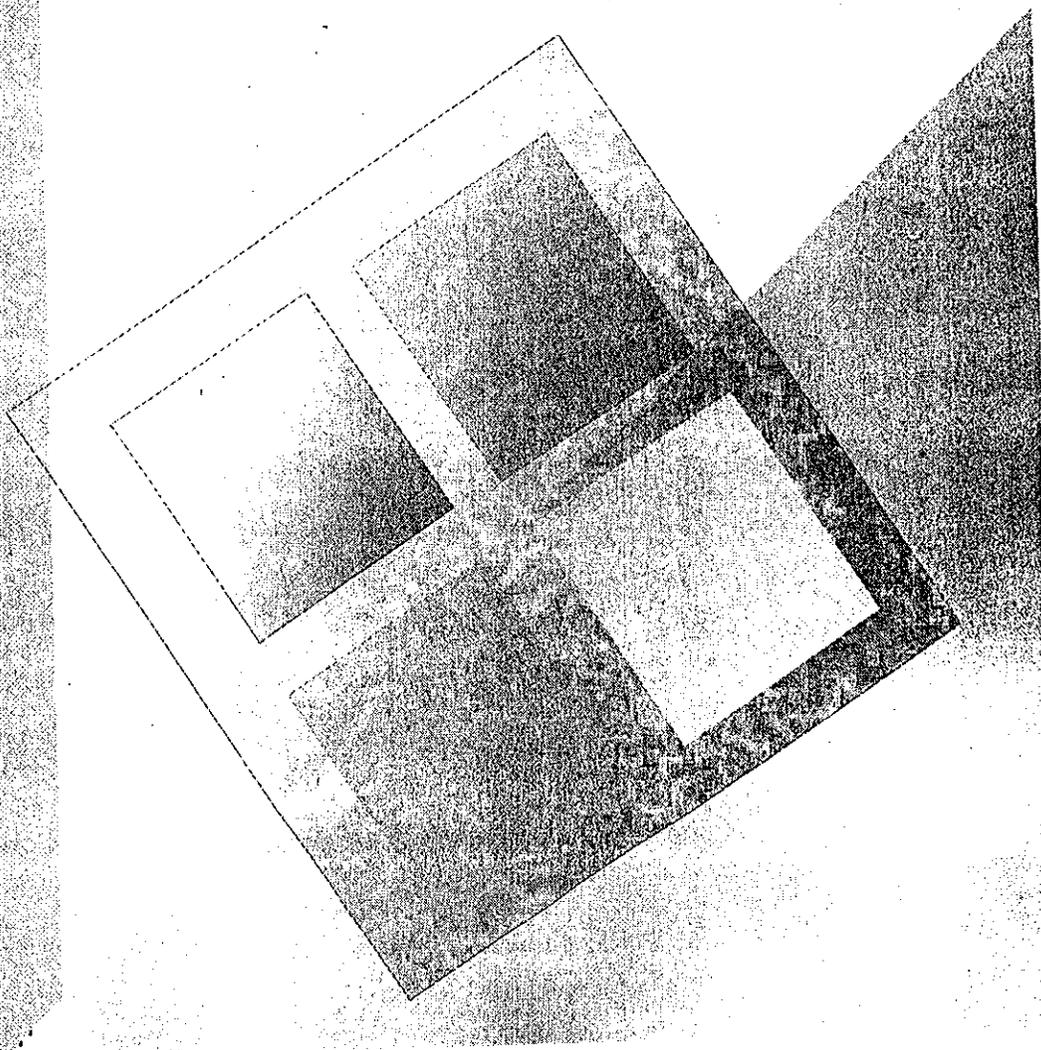
220 220 V setting
 110 110 V setting

The Post-Setup Checklist

Before you turn the power on, there are a few basic things you need to check first to ensure that everything will work properly.

- ✓ Is the computer connected to a working wall outlet?
- ✓ Are the power cords (computer to AVR/UPS/surge, then to wall outlet) plugged firmly?
- ✓ Do the voltage settings match throughout your power connections?
- ✓ Are all cables - including the keyboard, mouse, monitor and printer connected properly and securely?
- ✓ Is the floppy diskette drive empty?

When everything listed above is ok, you are ready to use your computer!



Using Windows

Before You Start

Windows is the operating system where you will run all your programs. This chapter introduces you to using Windows. But first there are a few basic things you need to know before you begin.

IMPORTANT: If you are new to Windows, it is strongly recommended that you go through the following sections first.

NOTE: Your computer runs either Windows 95 or Windows NT. In general, any reference to Windows throughout this text pertains to whichever version is installed in your computer. In certain topics where differences between the two versions must be clarified, the version (Windows 95 or Windows NT) is specified.

What is a program?

A *program* is where you do things on your computer. Each program has its own purpose and set of capabilities. For example, you can:

- Write a letter using a word processing program.
- Manage a budget using a spreadsheet or personal finance program.
- Edit a picture or drawing using a graphics program.

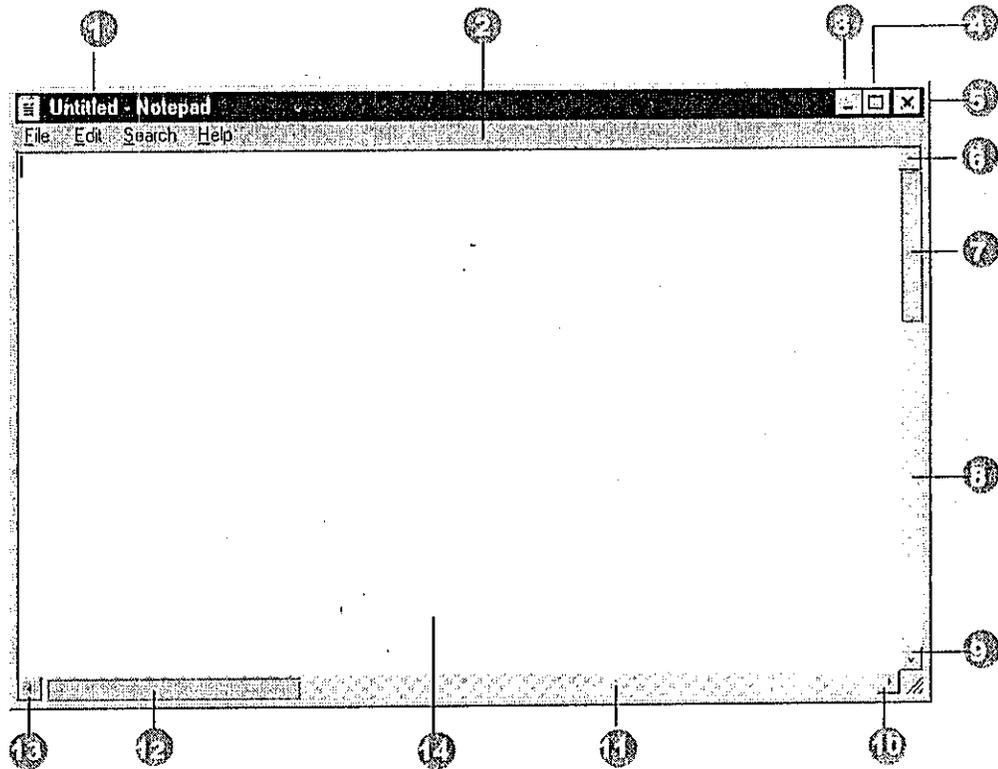
What is a window?

Whenever you start a program or document, a framed area, called a *window*, that contains the program or document pops up on your screen. You can change its size, move it around the screen, or close it. You can have multiple windows open at the same time. In such case, they will be layered on top of each other, side by side, or arranged in any way you find most convenient. Most of the things you do in Windows involve using windows.

What is the Windows desktop?

Everything you see on your screen while inside Windows comprised the *Windows desktop*. It is like your desktop at the office where you do all your work and keep your important documents.

What's in a window?



The following are what you see when you open a window.

- ① **Title bar.** This displays the title of your program and/or document. Click on this area selects the window and makes it the *active window*. You should activate a window if you want to edit your document, or generally, perform any task in a program.
- ② **Menu bar.** Lets you access all features of the program, or operations that you can perform with the document.
- ③ **Minimize button.** Clicking this reduces a window to a button on the taskbar so it is not in your way but still easily accessible. After minimizing a window, you can see its button at the bottom of your screen. Although the window disappears, the file remains present in the computer's memory, so any unsaved work is still accessible. To bring back the window, click on its button at the bottom of the screen.
- ④ **Maximize button.** Clicking this makes the window fill your entire screen for easier viewing.
- ⑤ **Close button.** Clicking this button closes the current window.
- ⑥ **Arrow for scrolling up.**
- ⑦ **Vertical scroll box**

- ⑧ Vertical scroll bar
- ⑨ Arrow for scrolling down
- ⑩ Arrow for scrolling right
- ⑪ Horizontal scroll bar
- ⑫ Horizontal scroll box
- ⑬ Arrow for scrolling left.

➤ **How to scroll.** If the item you are viewing does not fit entirely within a window, the rest of it will be hidden beyond the window's edges. To view all the material, you scroll up and down, left and right. The *scroll boxes* tell you where you are on the screen by its position on the *scroll bar*. To scroll, point to an arrow and click the left mouse button. When the window stops scrolling, there is nothing more to see in that direction.

- ⑭ **Work area.** This is where your document appears. You do all the editing inside this area.

What is an icon?

An *icon* is a small picture that represent programs, documents or other items on your computer. It is often labeled by a word or phrase below it, which helps you identify it easily.

The following are examples of icons:



What is a file?

A *file* is a collection of information stored as one unit. For example, the program that you use for word processing is a program file, and the text you create using that program is your data file, referred to in Windows as a *document*. Your computer stores everything -- programs, information, music, games -- as files. Every file has a name, called its *filename*. In Windows, a filename can contain up to 255 characters, including spaces. Such a filename is called a *long filename*. However, it cannot contain any of the following characters:

\ / : * ? " < > |

What is a folder?

Your computer's hard disk can hold thousands of files. Both you and your computer need a way to quickly locate files.

When you organize your paperwork, you probably group related files together and sort them in a folder. When you work with your computer, the files are also stored in logical

groups, also called *folders*. Just as you use folders to store paper files, you use folders to store computer files.

Every folder has a *folder name*. Conventions for naming folders are the same as those for naming files. In Windows, a folder is represented by a folder icon next to the folder name.

How are folders organized in Windows?

Your computer stores files in a structure resembling branches of a tree. To visualize it, think of a hard disk or diskette as the root, the folders as branches, and the individual files as leaves. Folders can contain files and other folders, just as tree branches sprout leaves or new branches. This structure is referred to as a *tree*. The tree grows as new folders and files are added.

What are paths and path names?

In some cases, you won't be able to use the graphic method to locate a file. You will need to carefully specify the file's name and the path that leads to the file.

A *path* tells the computer what route it should take to get to the file. For example, "Begin at the hard disk's main folder (called the *root*). From there, find the folder named **My Documents**. Inside it is a folder named **Employees**, and inside that is a folder called **profiles** where a file named **Daryl Daoey.doc** is stored."

You specify that path as follows: "C:\My Documents\Employees\profiles\Daryl Daoey.doc"

This is called the *path name*. Precise and efficient, it specifies the path you computer must take from the hard disk or diskette to locate the required file. When typing the path name, use a backslash (\) to separate each step in the path.

What can I do with the mouse?

Point. This means to move your mouse so that the arrow, called the *mouse pointer*, points to your selection on the screen.

Click. This means pressing and releasing the left mouse button once.

Double-click. This means to press and release the left mouse button twice **quickly**.

NOTE: The double-click speed is timed. If you double-click too slowly, your computer responds as if you have single-clicked twice. So remember to double-click quickly.

Drag and drop. This involves the following steps: (1) Pressing and holding the left mouse button while moving the mouse. This step is referred to as **dragging**. (2) Releasing the button when you finish dragging your selection to its new location. This is called **dropping**.

Getting Started with Windows

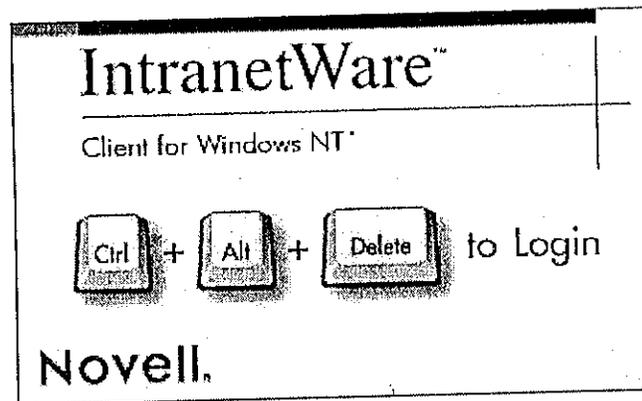
This section helps you get started quickly with Windows.

Logging on to the Network

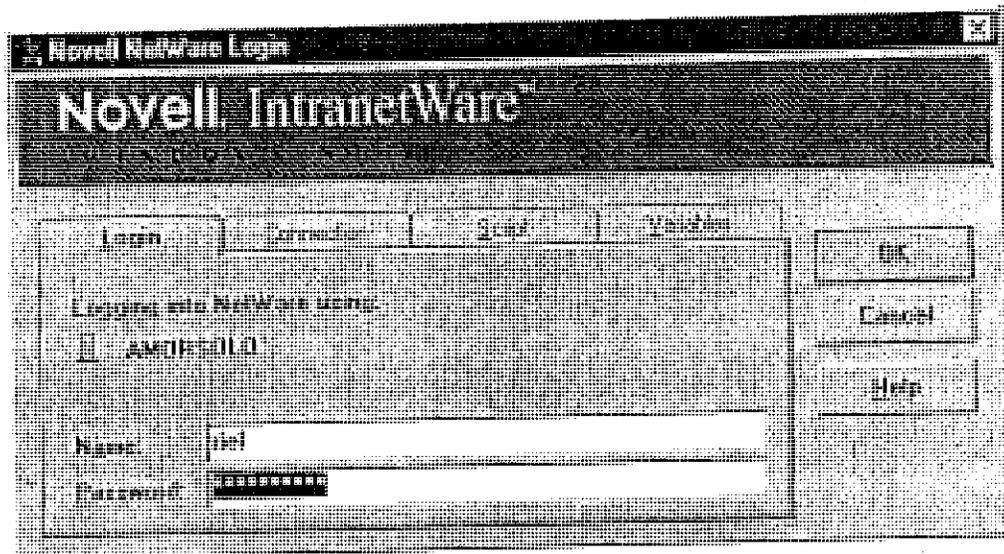
Before you start using Windows, you have to log on to the CCP network.

- To log on to the network

NOTE: For Windows NT Users Only. Wait until you see the IntranetWare dialog box, then press CTRL+ALT+DEL.



1. When you see the Novell NetWare Login dialog box, type your user name in the Name box.

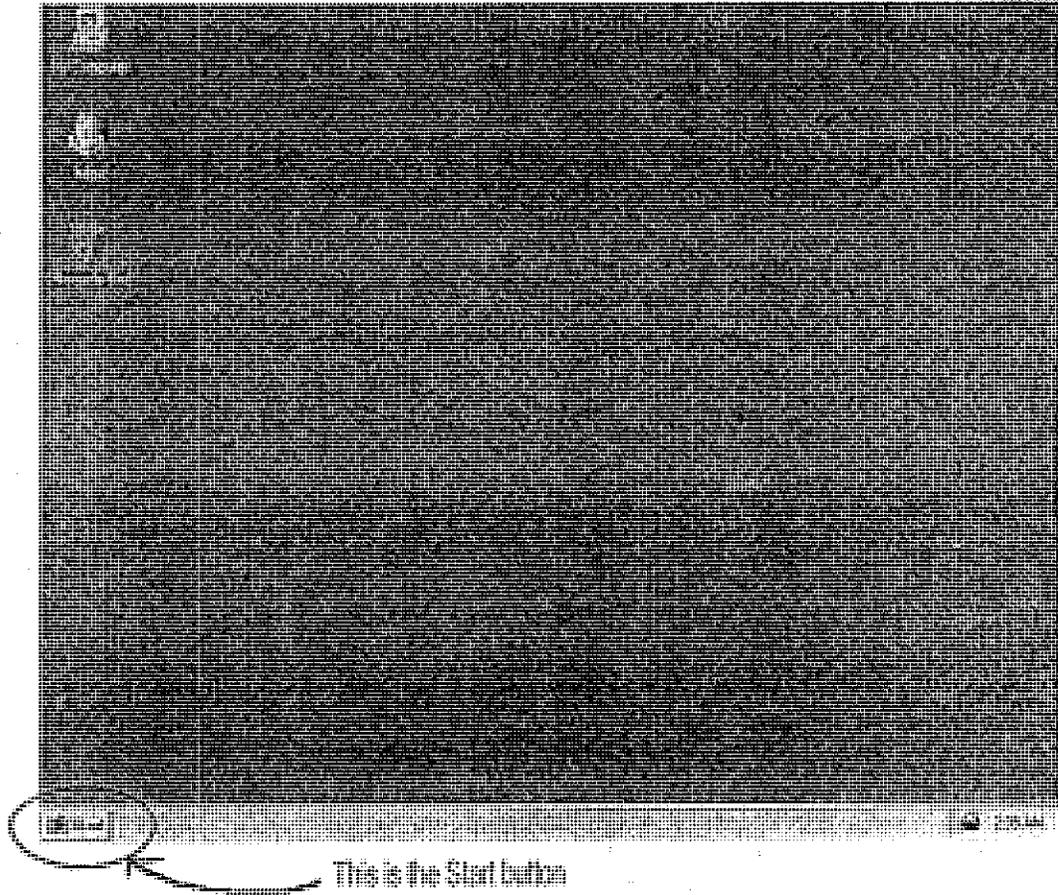


2. In the Password box, type your password.

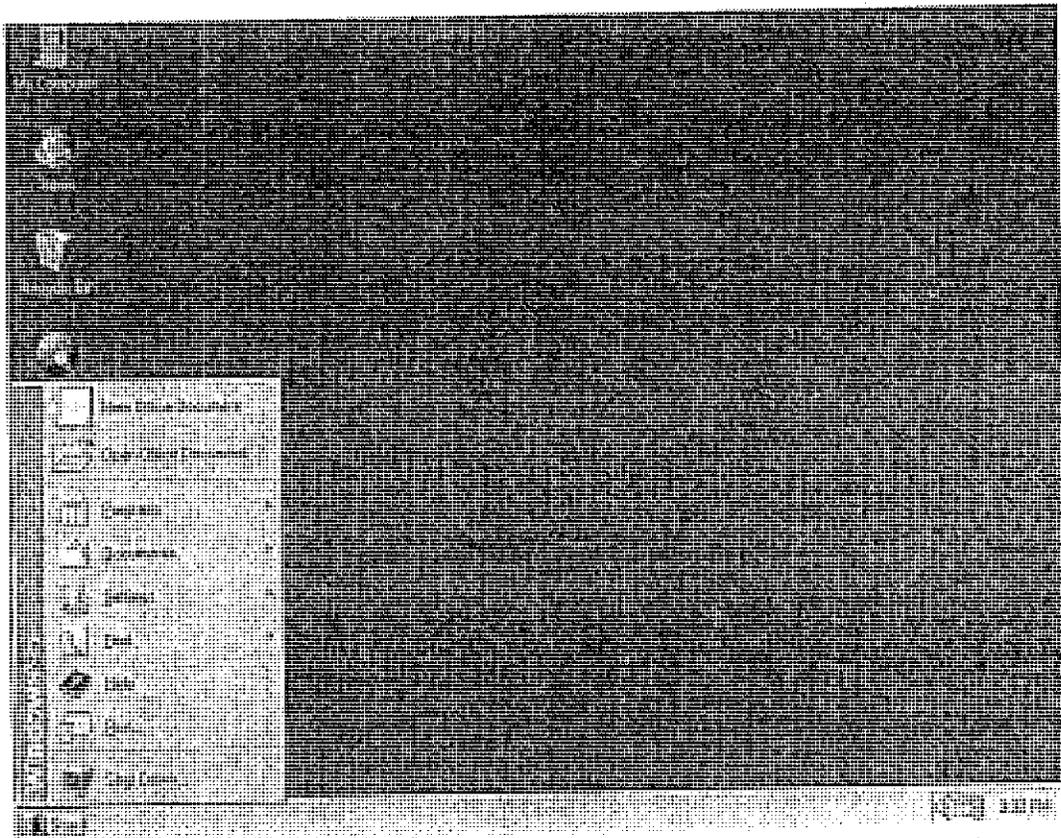
Getting to know the Start button

Now I made it inside Windows, so what do I do next?

Almost everything you do with Windows starts with the **Start** button. This is the small button you'll find at the lower left of your screen, with the colorful flying window icon on it.



When you click the Start button, you see a menu that contains everything you need to get started with. This is called the Start menu.



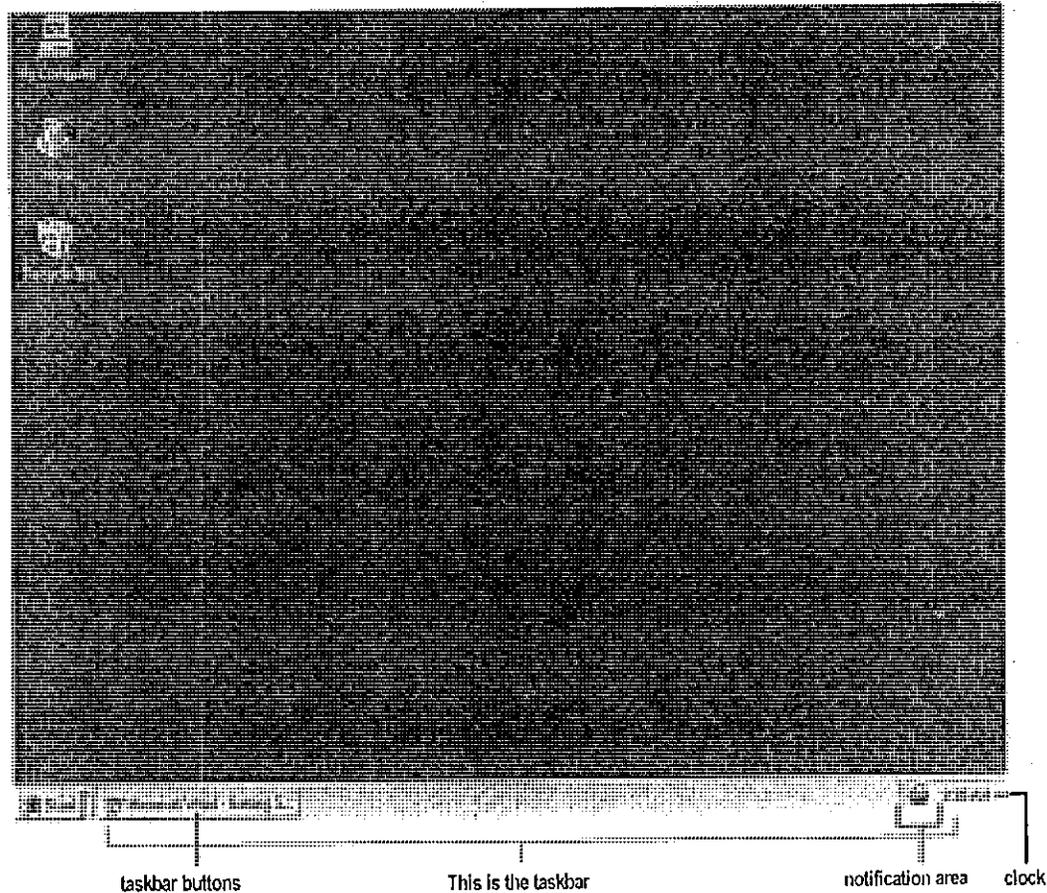
Here is quick overview of what each menu command is for.

Command	What it does
Programs	Lists all programs that you can start
Documents	Lists previously opened documents
Settings	Lists system components for which you can change settings
Find	Enables you to quickly find things such as files and folders
Help	Starts online Help where you can find out how to do things in Windows
Run	Lets you start a program or open a folder by specifying its name
Shut Down	Shuts down or restarts your computer

NOTE: Depending on your Windows settings, you may see additional items on the Start menu

The Windows taskbar

The bar at the bottom of your screen where the Start button is located is called the taskbar. Every time you open a window, a button representing that window appears on the taskbar. Similarly, when you close a window, its button disappears from the taskbar.

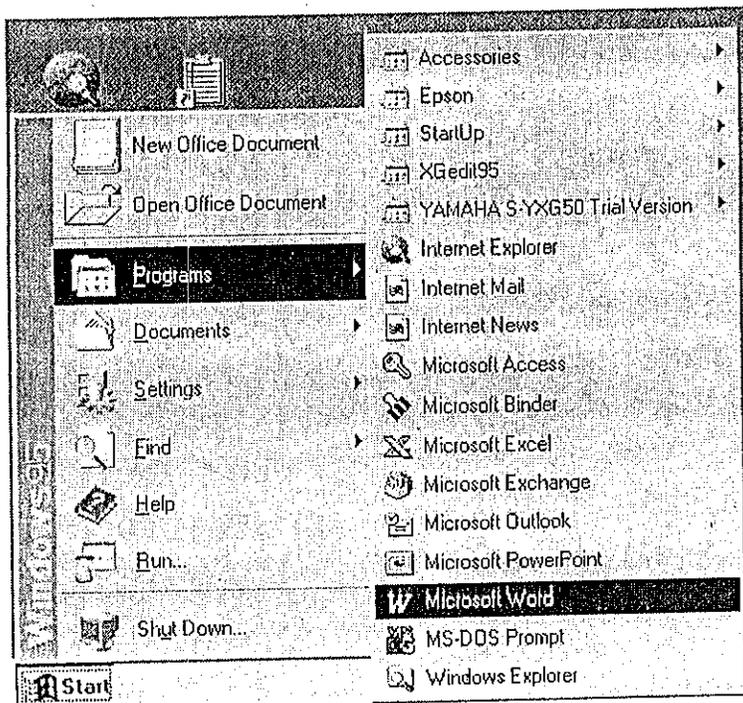


At the rightmost part of the taskbar is the clock. Depending on your Windows settings, other indicators (small icons) can appear in the notification area on the taskbar. This may include a printer icon representing current print jobs, a speaker icon representing sound volume if your computer has multimedia capabilities. You can view or change settings related to the clock and other indicators by double-clicking the indicator.

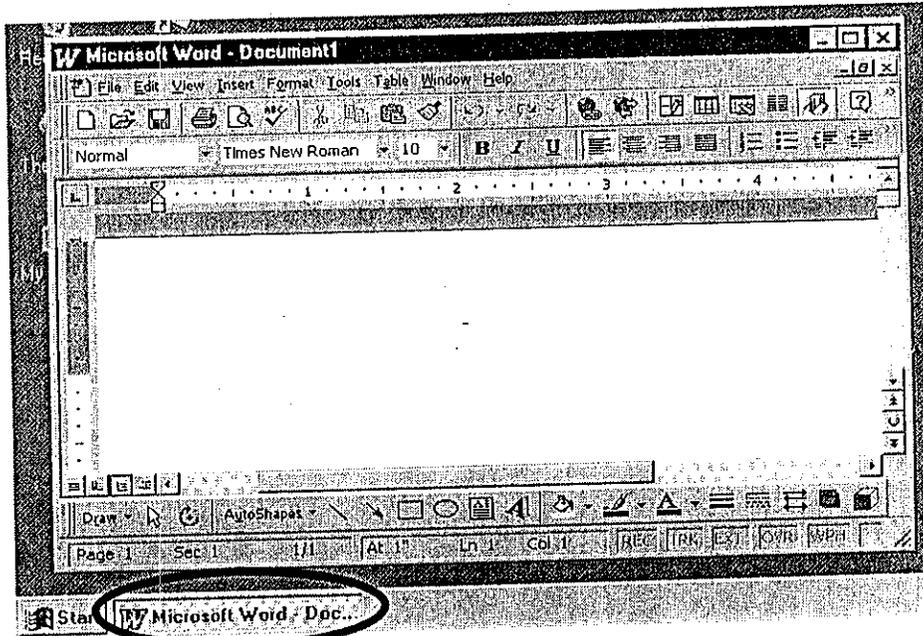
Working With Programs

Windows allows you to run as many programs as you want all at the same time. Now that you are familiar with the **Start** button and taskbar, let's now explore how to start and quit programs, and how to switch between programs.

➤ To start a program



1. Click the **Start** button, then point to **Programs**.



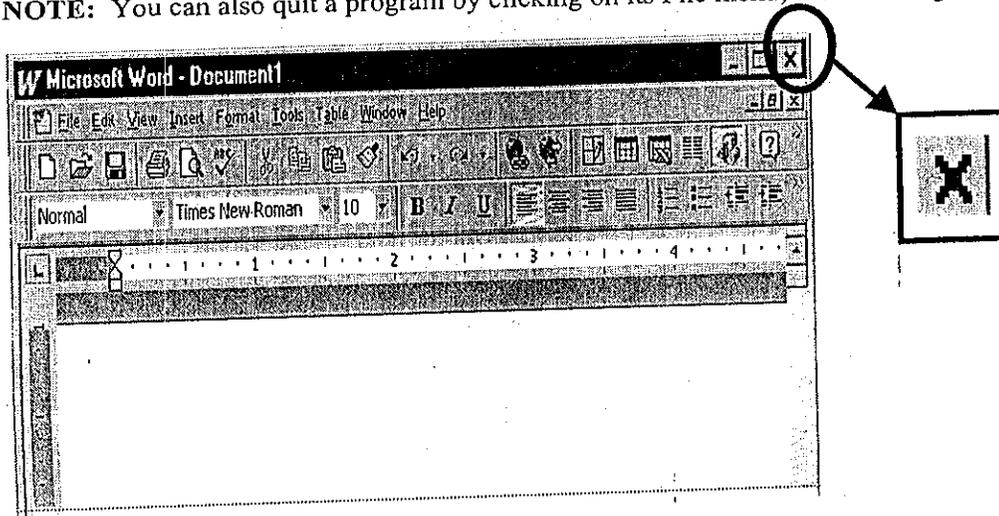
A new button for the program appears on the taskbar.

2. Point to the folder, such as Accessories, that contains the program, and then click the program.

➤ **To quit a program**

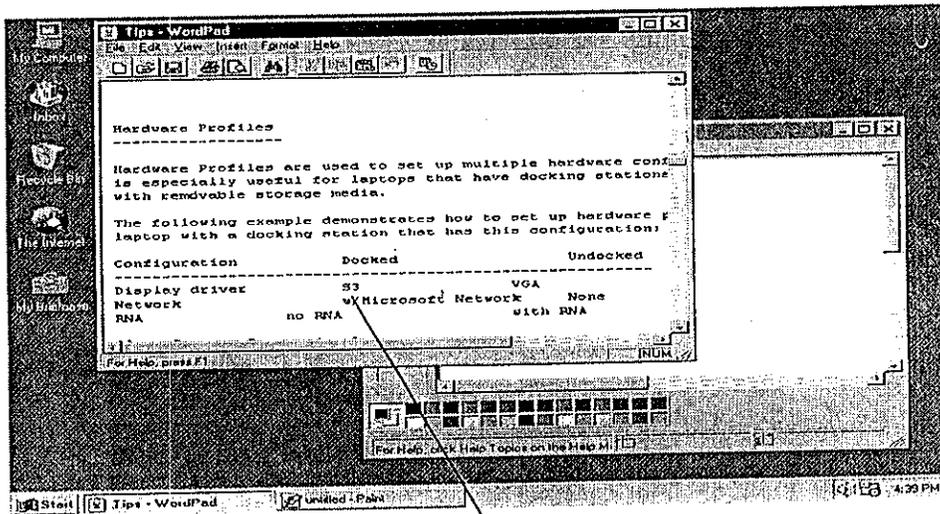
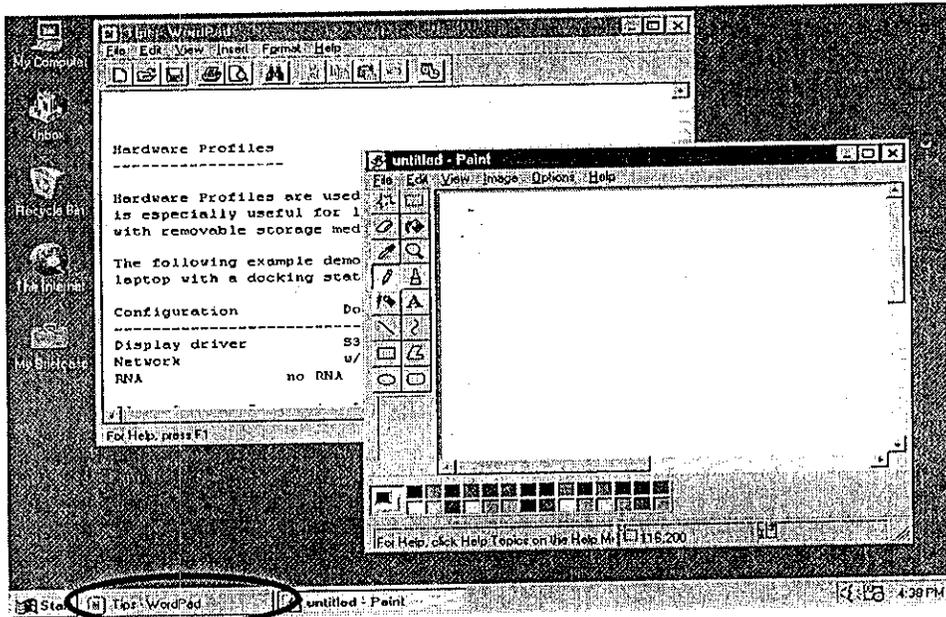
Simply click the Close button, the small X in the upper-right corner of the program window.

NOTE: You can also quit a program by clicking on its File menu, then clicking **Exit**.



➤ To switch between programs

Click the taskbar button for the program you want to work with.

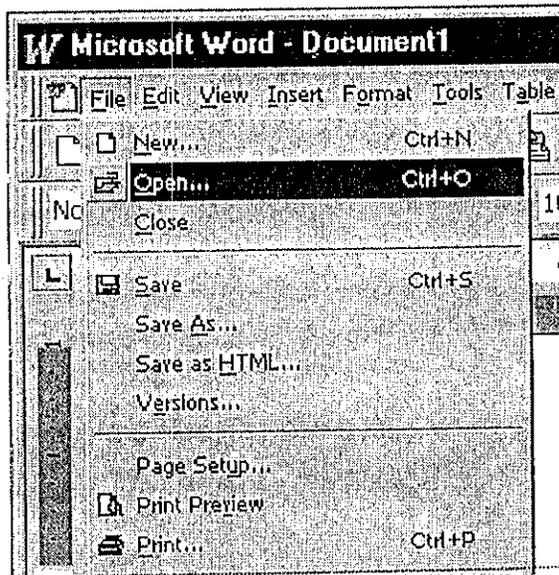


The program appears in front of the other windows.

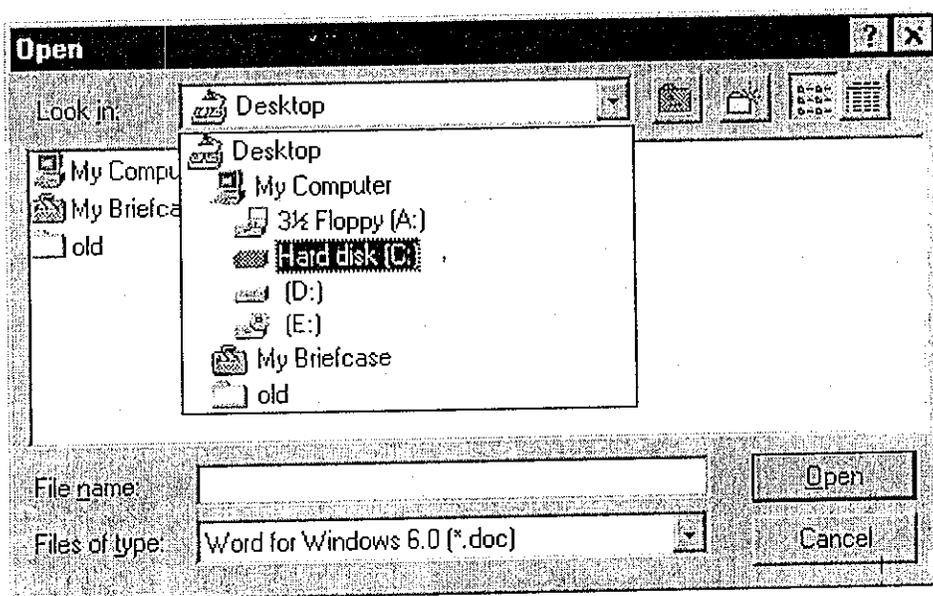
Opening a Document

Windows allows several ways to open documents. This section will teach you the two most basic methods of opening documents in Windows.

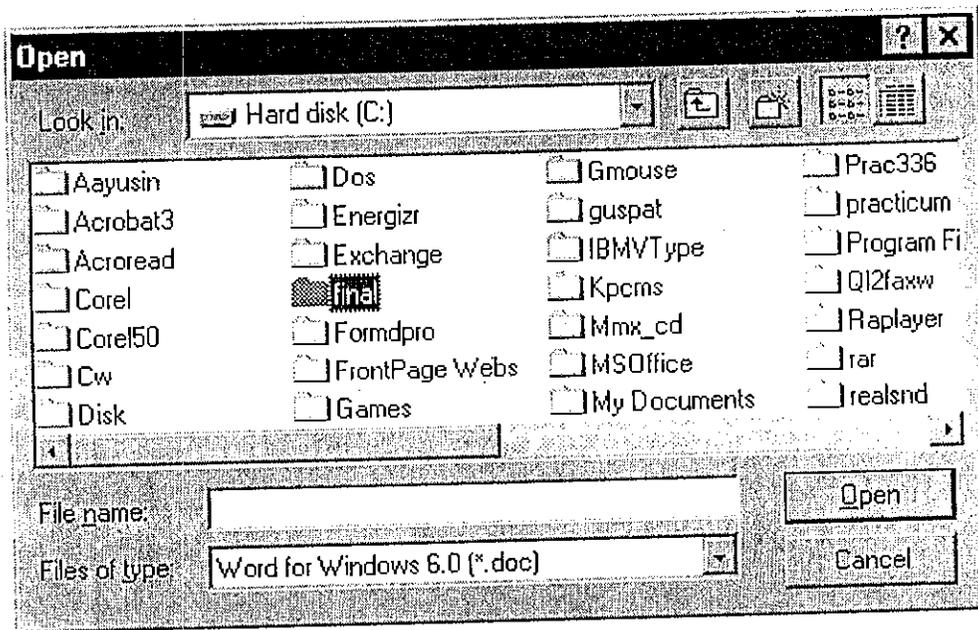
- To open a document from within a program



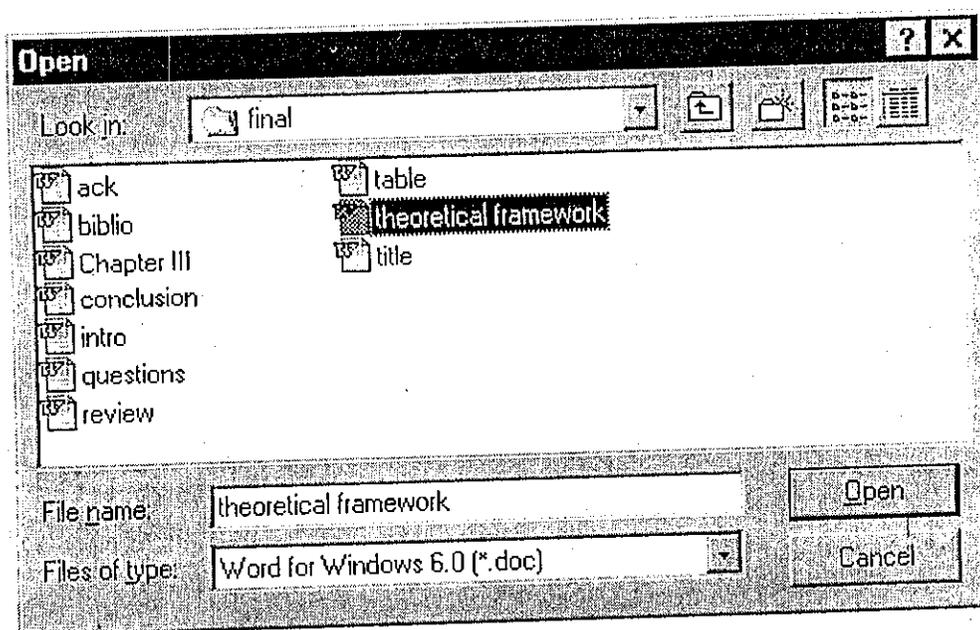
1. Click the program's **File** menu, then click **Open**.



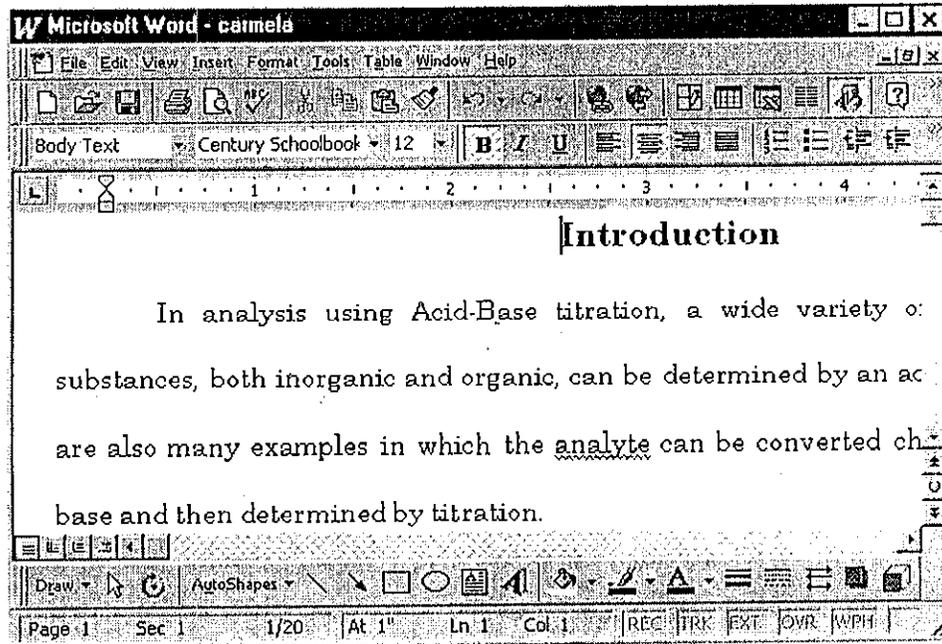
2. Check which folder is selected in the **Look in** box. If your file is not in that folder, click the arrow next to the **Look in** box, and then click the disk that contains the appropriate folder.



- Click the folder that contains the document you want to open, and then click **Open**. To see more folders or documents, you may need to scroll.



- Click the document you want to open, and then click **Open**.



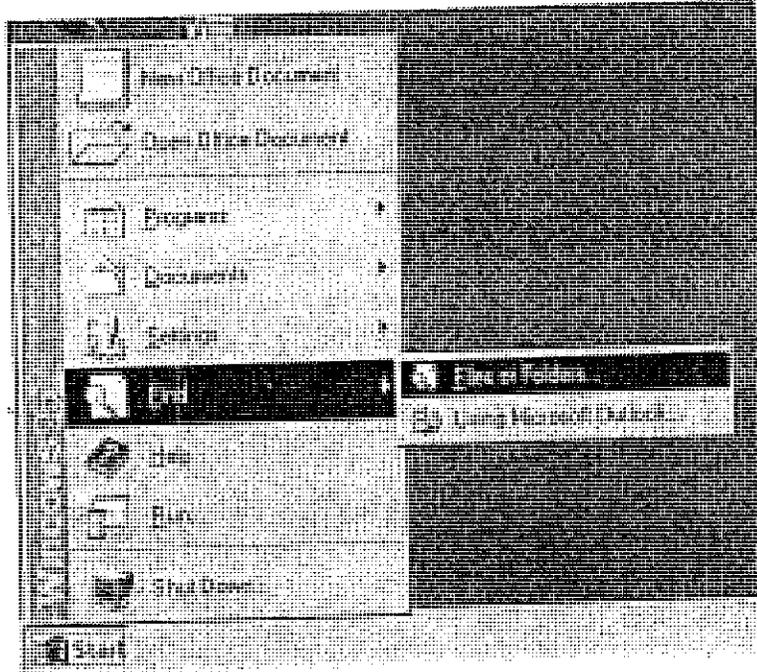
The document opens.

NOTE: Not all programs can place recently opened documents in the Documents menu. In such cases, you still have to open the document using the first method.

Finding a File or Folder on Your Computer

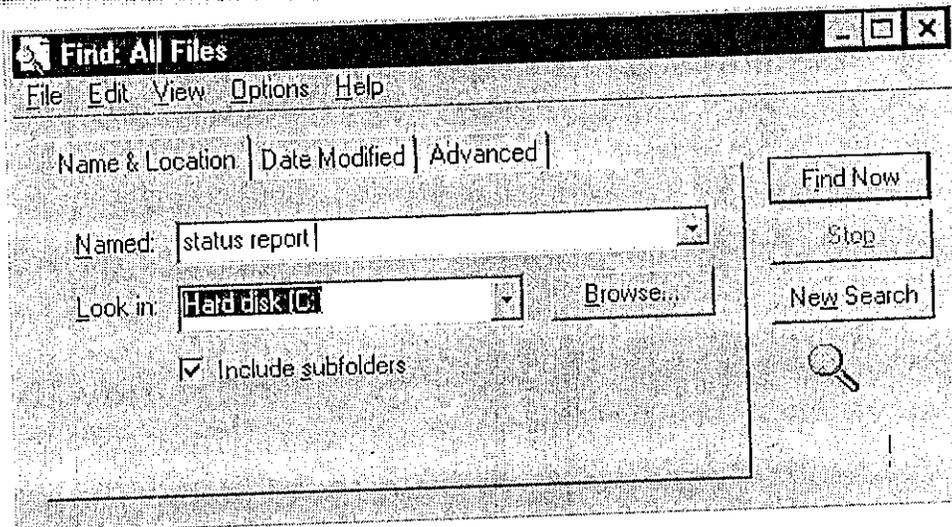
You want to open a document, but you can't remember exactly where you saved it. No problem! Windows' **Find** command lets you locate any file or folder on your computer quickly.

➤ To find a file or folder

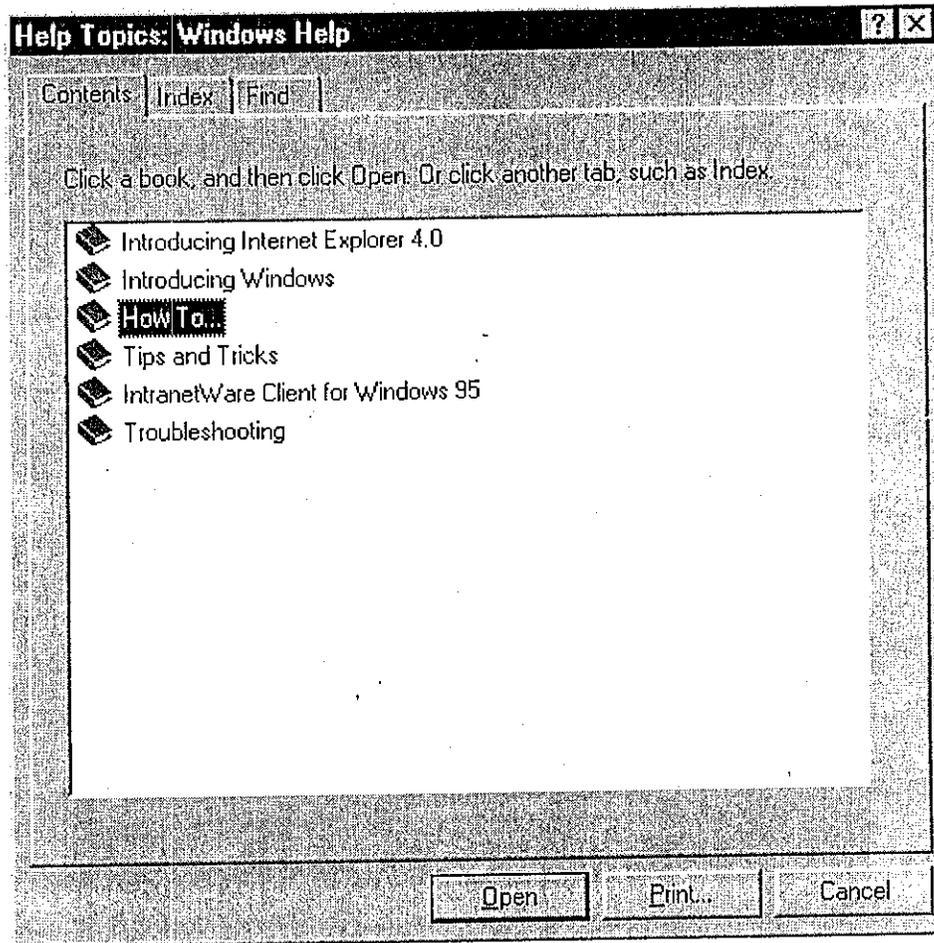


1. Click the **Start** button and then point to **Find**.

2. Click **Files** or **Folders**.



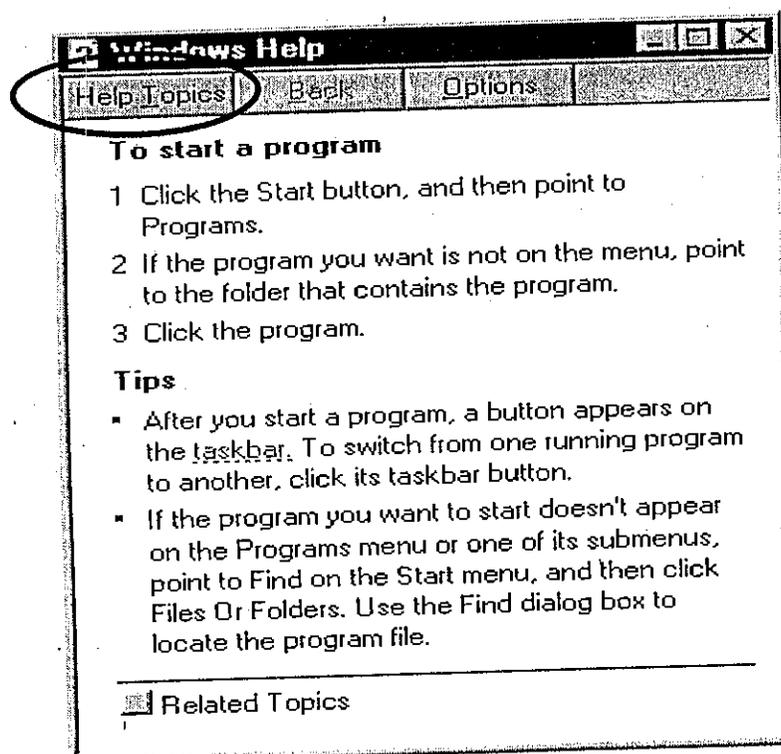
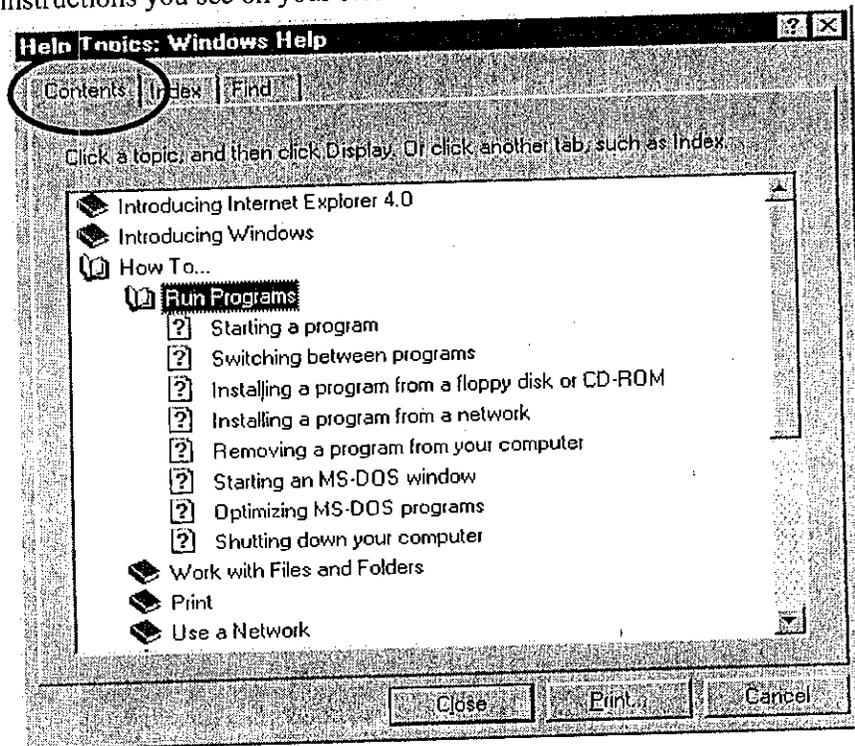
3. Click the **Named** box, and then type the name of the file or folder that you want to find.
4. To specify where to search, click the arrow next to the **Look In** box, or click **Browse**.
5. Start the search by clicking the **Find Now** button.



You will see three tabs in Help: **Contents**, **Index**, and **Find**. They provide you different ways of searching for information.

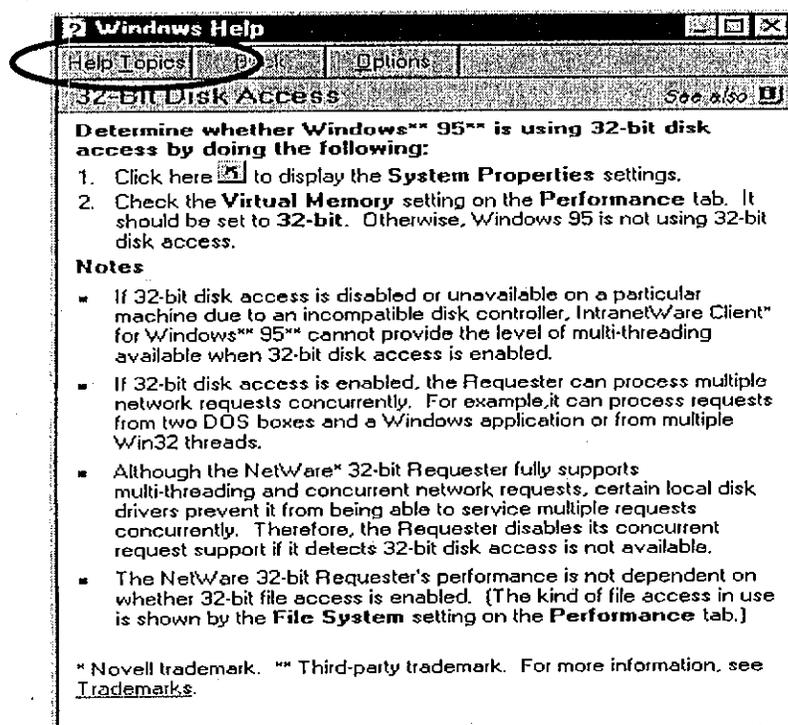
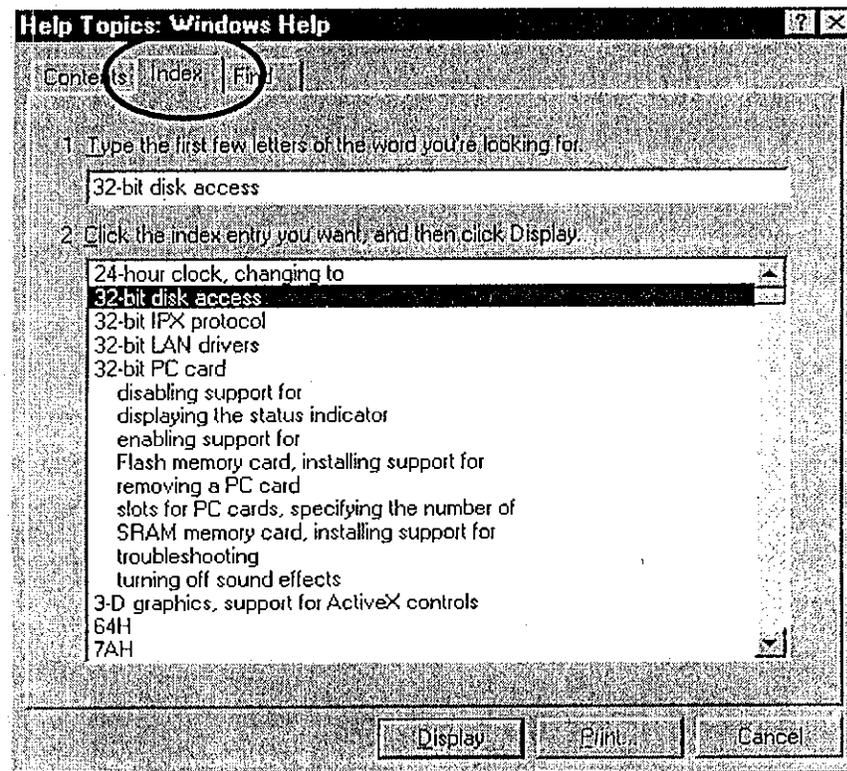
➤ **To find Help through the Contents**

Click the **Contents** tab to find topics grouped by subject, and then follow the instructions you see on your screen.



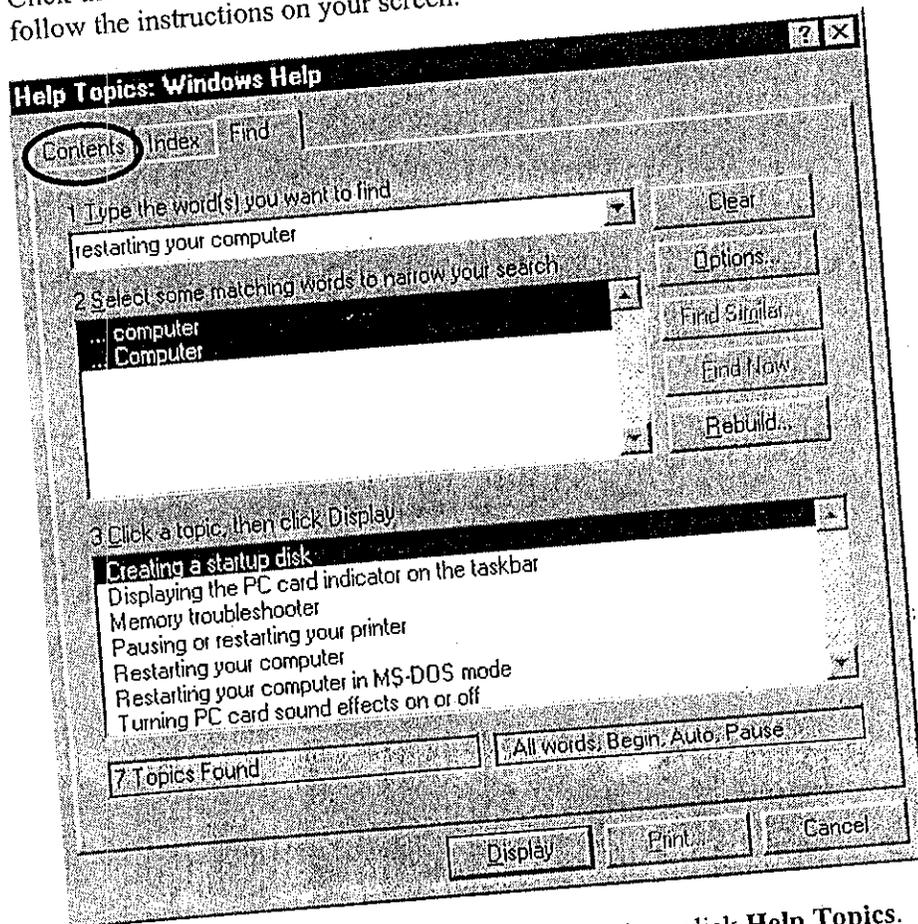
➤ **To find Help through the Index**

Click the **Index** tab to find specific topics listed alphabetically, and then follow the instructions on your screen.

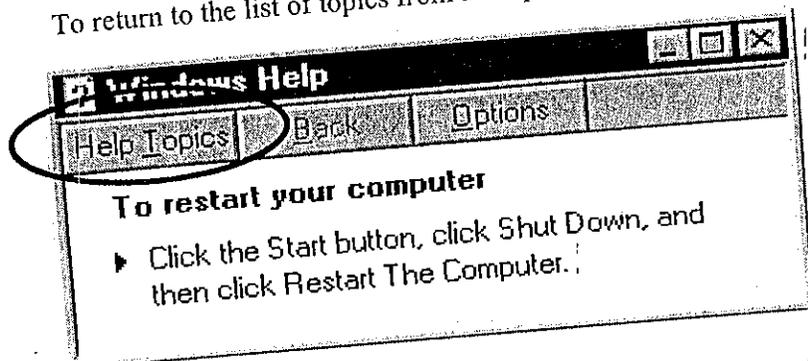


➤ **To find Help topics containing a word or phrase**

Click the **Find** tab to find all the topics that contain a specific word or phrase, and then follow the instructions on your screen.

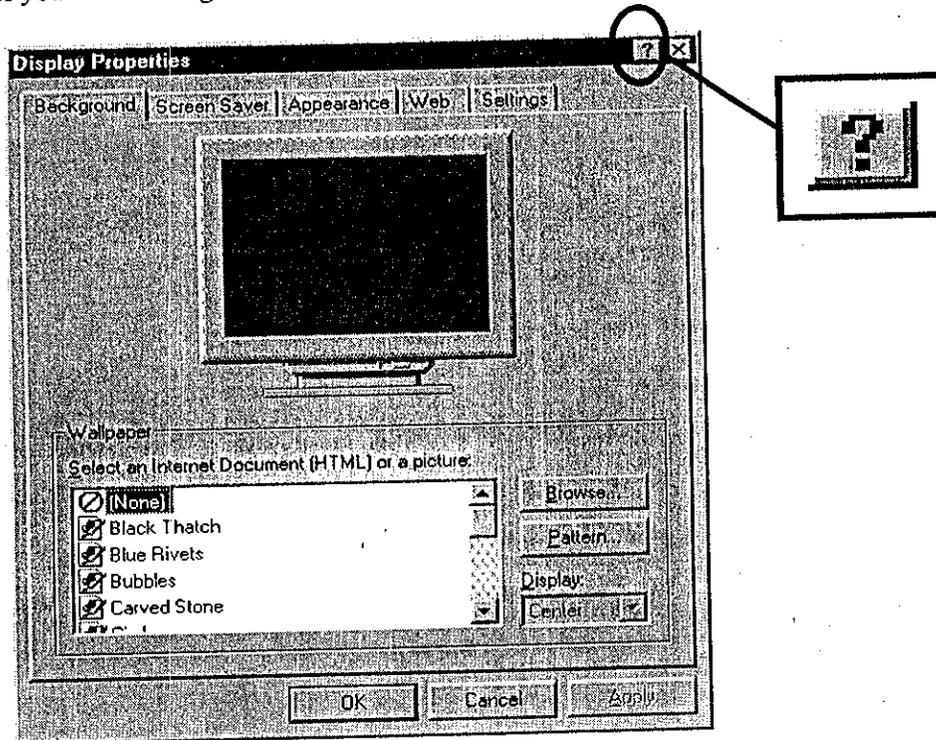


To return to the list of topics from a Help window, click **Help Topics**.



➤ **To get Help on a specific item**

If you are working with a dialog box and you want to know what an item is for:



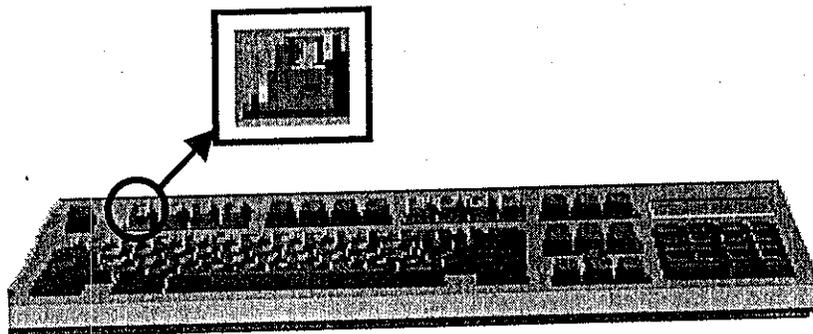
Click the ? button on the upper-right part of the dialog box, and then click the item.

An explanation box will appear above the item you selected. To make it disappear, simply click it.

➤ **To get Help for a program**

You can also get Help specific to the program you are running. To do this:

Press **F1** from within the program.



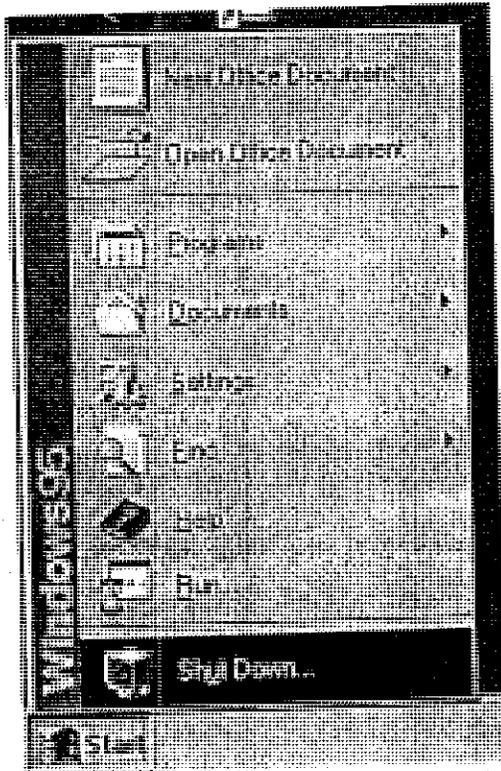
Shutting Down - The Safe Way to Turn Off Your Computer

A little discipline is required when you are using Windows. You just don't turn the power switch off when you're done using your computer. To ensure that you everything will work perfectly the next time you start Windows, and that all your work is saved to disk, you must shut down properly.

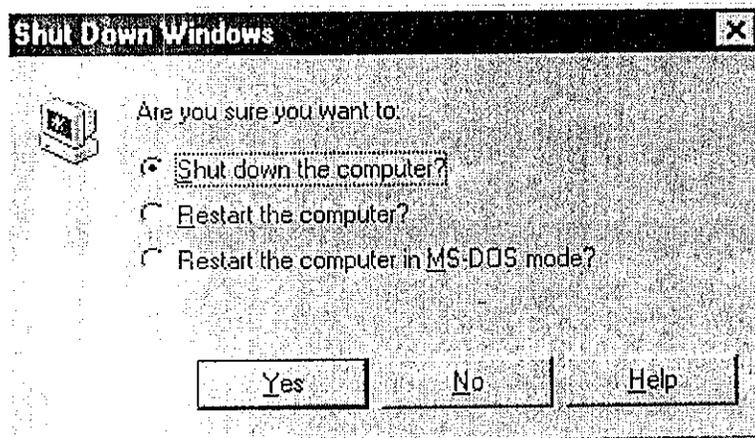


CAUTION: Failure to shut down before turning off your computer may result in file damages.

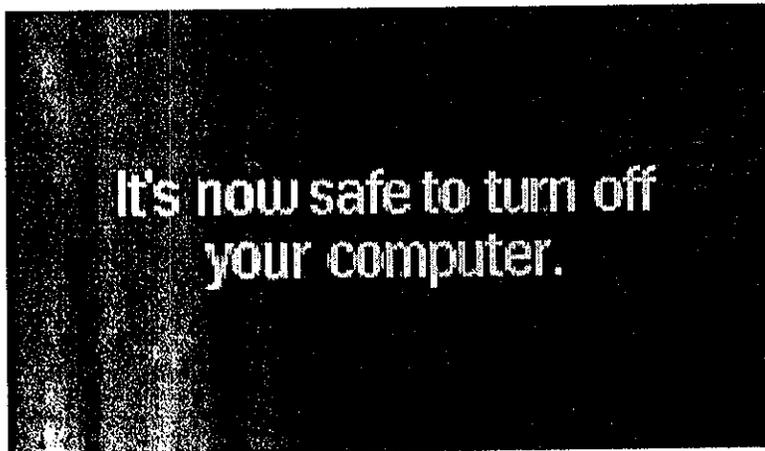
- To shut down your computer



1. Click the **Start** button, and then click **Shut Down**.



2. Click **Yes**. If you forgot to save changes to documents you worked on, Windows prompts you to save them.



3. Wait for the screen message that tells you when you can safely turn off your computer.

Now that you know the basics, you are free to experiment working around with your favorite programs and documents. This will give you a better look and feel of working with Windows, before you proceed to more advanced topics. In case you need to know something, for instance, how to do a certain task in Windows like drawing using the **Paint** program, just don't forget to consult the online **Help**. If there is something wrong, and you suspect that it is actually a software bug, ask Daryl Daocy to check your unit. There just might be a solution to that.

Exploring Your Computer

Have you ever wondered what that **My Computer** icon on the top left of your screen is for?

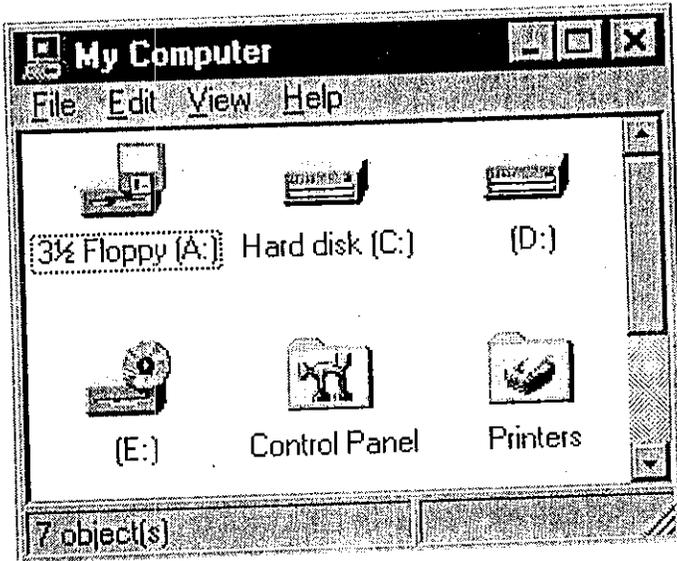
In Windows, all things you have on your computer, including your programs, documents, folders and other files, are all accessible from the **My Computer** icon.

- To see what's on your computer



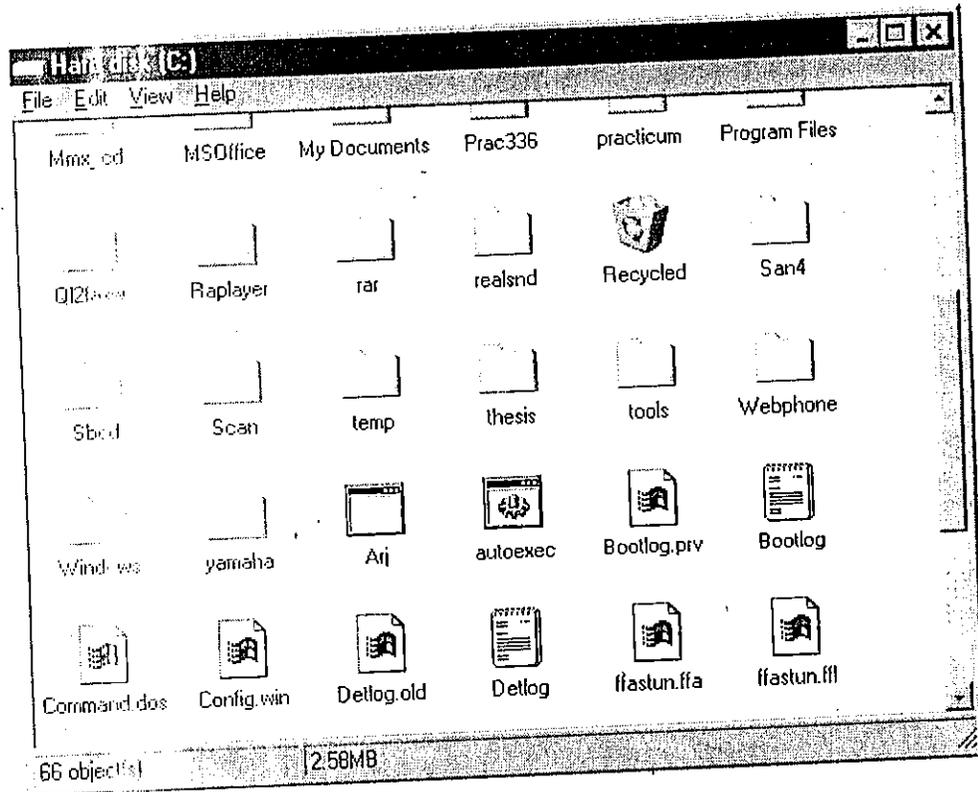
1. Double-click My Computer.

A window then appears, displaying several icons.



2. To explore an item in My Computer, double-click the appropriate icon.

When you double-click any of the disk drive icons, a window such as the following appears:

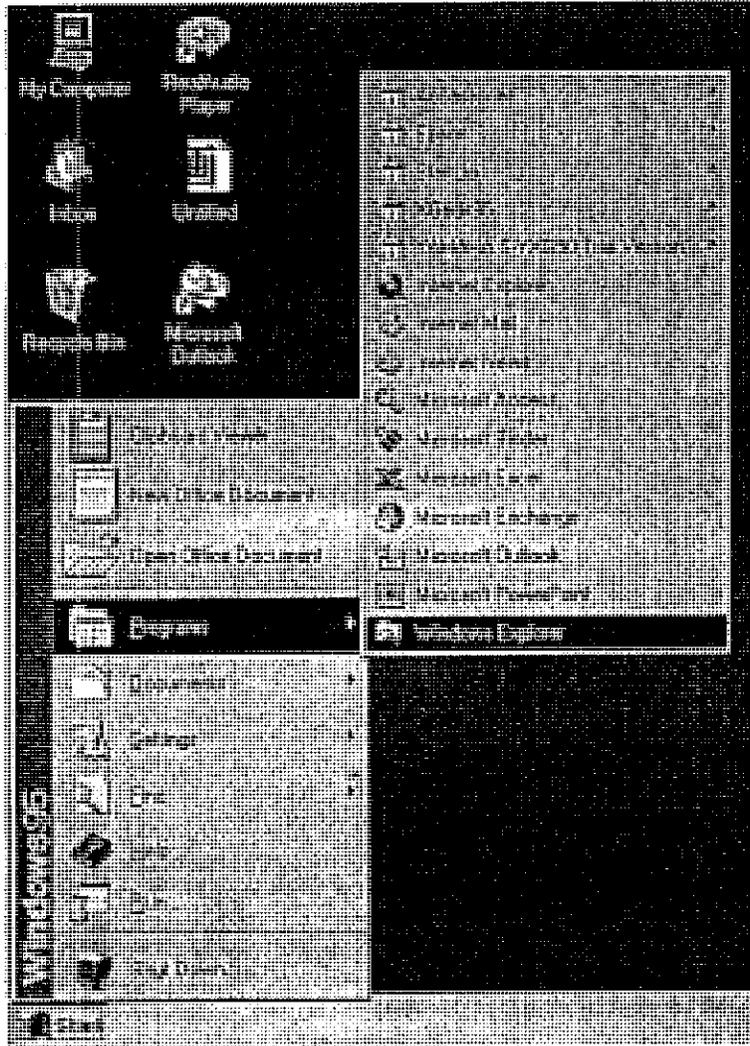


2. Keep on double-clicking folder icons as needed until you get to the folder you want to view.

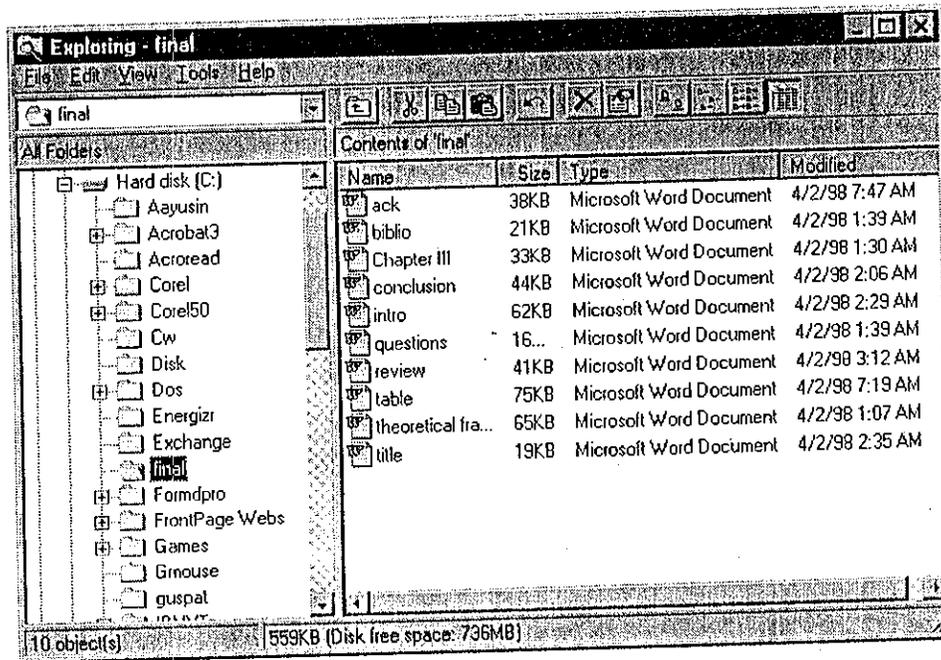
NOTE: When you see a program or document icon anywhere in **My Computer**, you can double-click it to start the program or open the document.

You can also see what's on your computer by using the Windows Explorer. Opening Windows Explorer gives you a view of your computer's contents as a hierarchy, or "tree". This allows you to see the contents of each drive and folder on your computer, as well as of any network drives if you are connected to the network (CCPAP LAN).

- To see the hierarchy of folders



1. Click the **Start** button, point to **Programs**, and then click **Windows Explorer**.



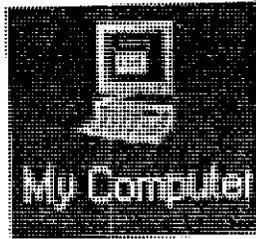
2. Click on an item on the left side of the window. The contents of the item are then displayed on the right side.

To show or hide items (sometimes referred to as "sub-items") inside a specific item, click the plus or minus sign beside that item.

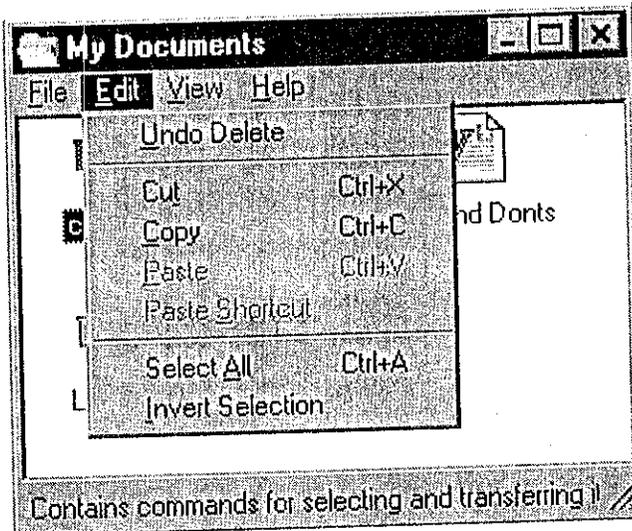
Organizing Files and Folders

It not uncommon for people to forget where exactly they saved their file. Of course, Windows provides the Find feature. But don't you think things will be much easier if you already know where all your documents are saved? This is just a simple matter of organizing your files and folders. This section teaches you some basic procedures for organizing things on your computer.

➤ To move or copy a file or folder



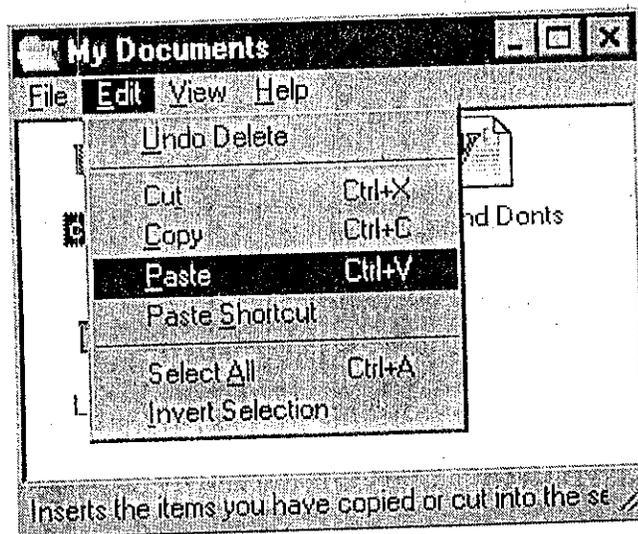
1. Double-click My Computer.



2. Find the file or folder you want to move or copy, and then click it. Click **Edit** on the menu.

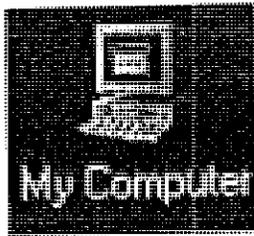
If you want to move the file to another folder, click **Cut**.

If you want to make a copy of the file, click **Copy**.

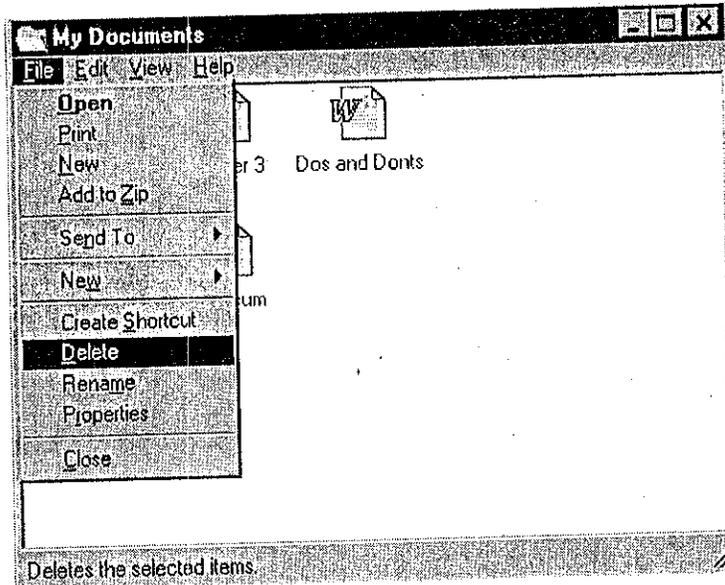


2. Open the folder where you want to place the file. Click **Edit**, and then click **Paste**.

➤ To delete a file or folder



1. Double-click My Computer.



2. On the **File** menu, click **Delete**.

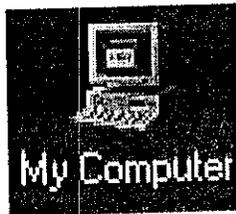
What happens to deleted files?

The files you delete are put in the Recycle Bin, a holding place for files you no longer need. They are not actually removed from your hard disk until you "empty" the Recycle Bin.

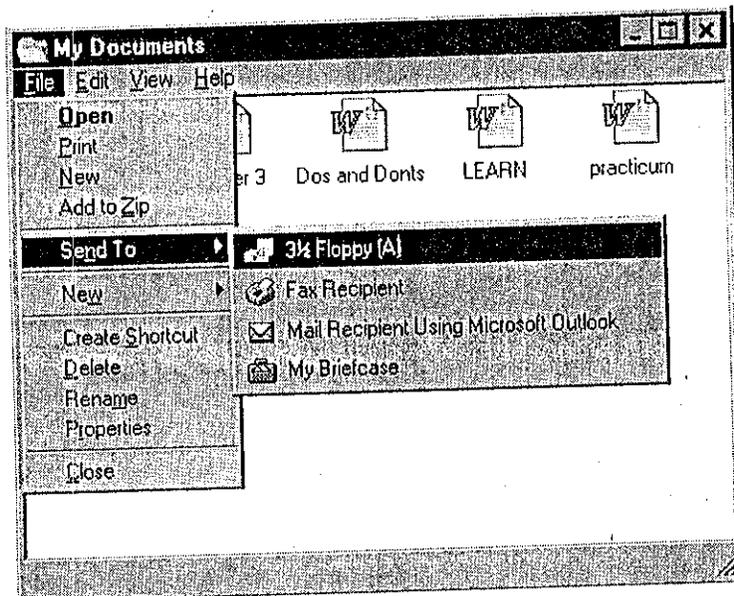
This means you can retrieve files you deleted accidentally, if you have not already removed them from the Recycle Bin. However, this also means that if you want to free up disk space, you must empty the Recycle Bin periodically. For more information, look up "Recycle Bin" in the Help index.

If you delete a file at the command prompt or from a floppy disk, it does not go into the Recycle Bin.

➤ To copy a file to a floppy disk



1. Double-click **My Computer**. Find the file or folder you want to copy, and then click it.



2. On the **File** menu, point to **Send To**, then click the floppy drive where you want to copy the file or folder.

TIP: You can get things done faster by selecting multiple items that you need to copy, move or delete as a group. Do this by holding down the CTRL key as you click on each item you want. You can also select every item in the window by click **Select All** on the **Edit** menu.

Working Within Documents

This section provides some of the basic steps on how to work within documents in Windows. It presents some of the procedures you will do when working with most Windows programs. For information specific to a program, use Help from within that program.

Selecting Information

Before you edit information, you usually select it. To do this:

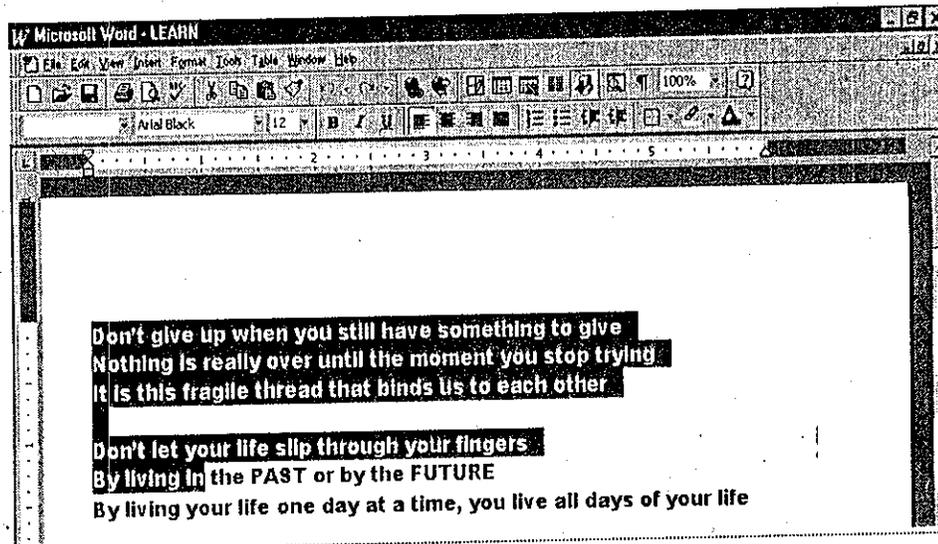
1. Place the mouse pointer where you want to start selecting.
2. Press and hold down the mouse button, and drag the pointer to where you want the selection to end.
3. Release the mouse button.

The selected information is now highlighted.

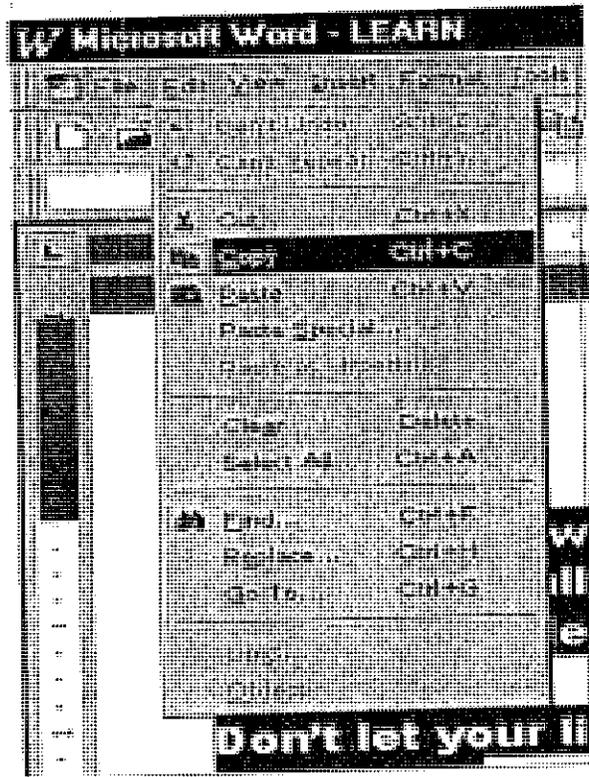
Copying, Moving and Deleting Information

Windows allows you to copy and move information from one place to another within a document, or even from one document to another.

- To copy, move or delete information



1. Select the information.

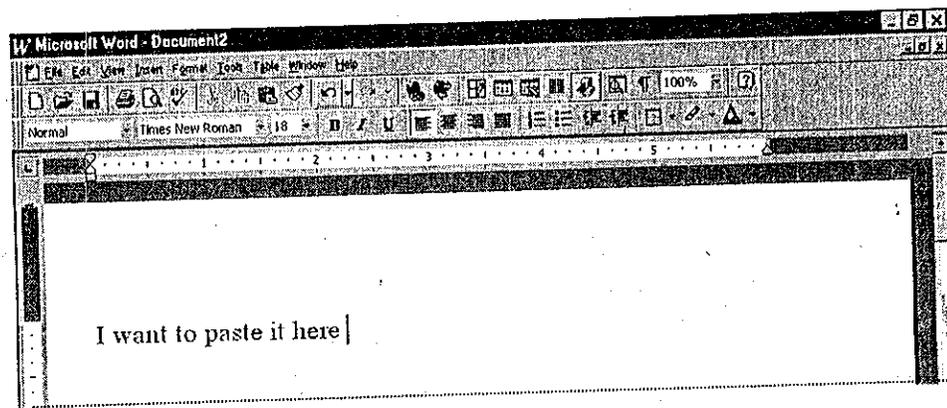


2. Click **Edit**.

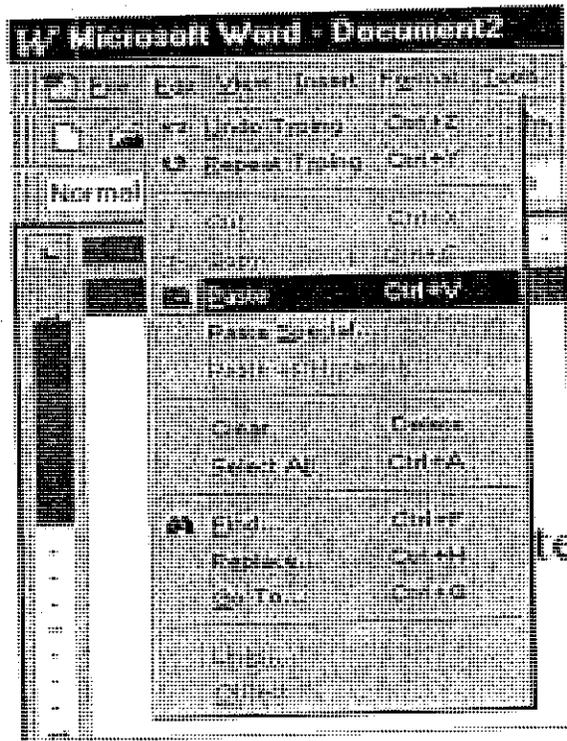
If you want to leave the information where it is and insert a copy of it somewhere else, click **Copy**.

If you want to delete the information and insert it somewhere else, click **Cut**.

If you want just to delete the information, click **Clear**, then skip the rest of the steps.

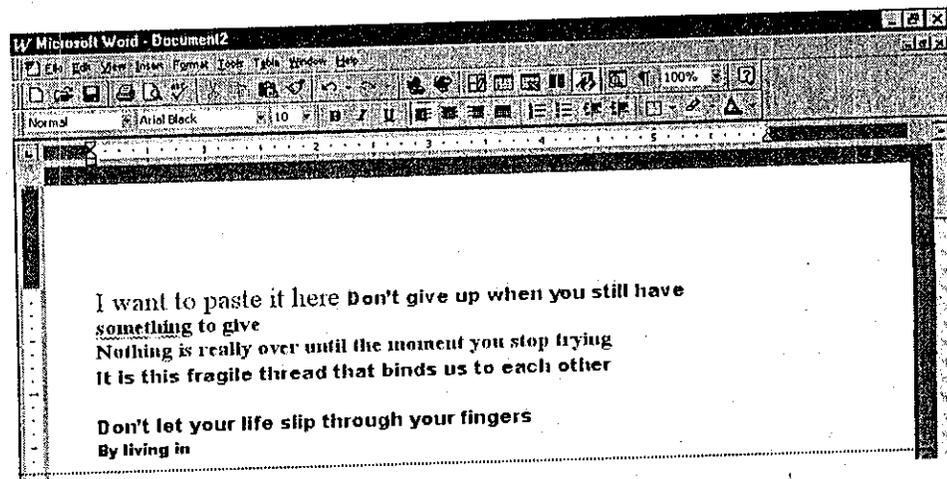


4. Go to the document where you want to insert the information, click the place where you want it to appear.



4. On the **Edit** menu, click Paste.

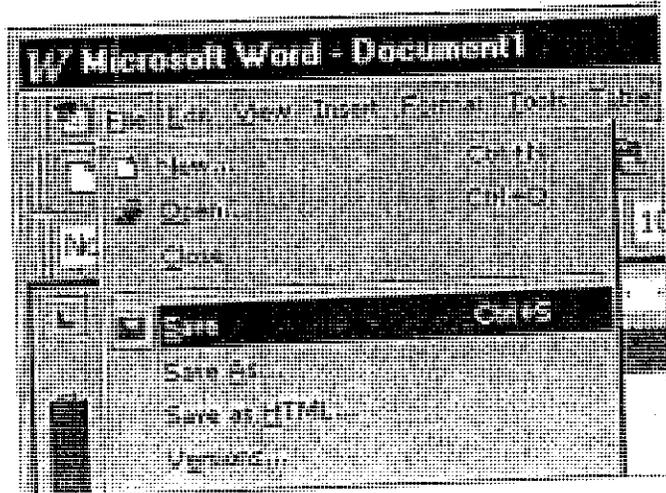
The new information then appears in the document.



Saving Your Work

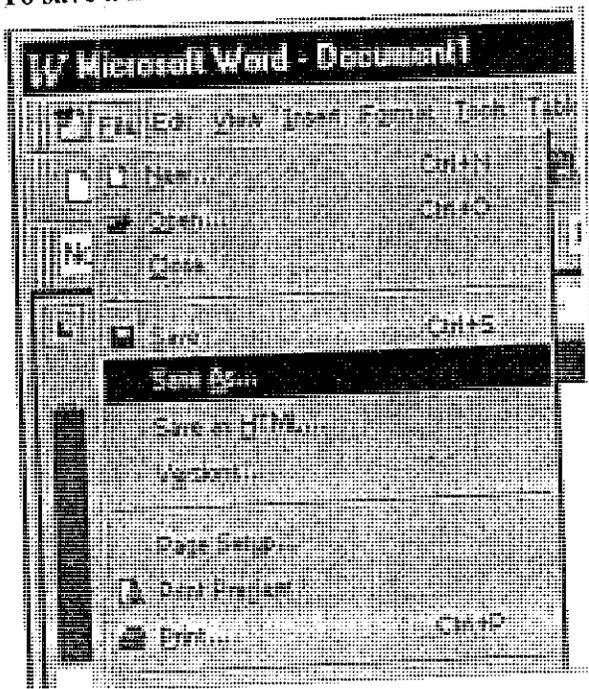
To make the changes you made to an existing document or the work you've done in a new document, you need to save the document.

- To save changes to an existing document

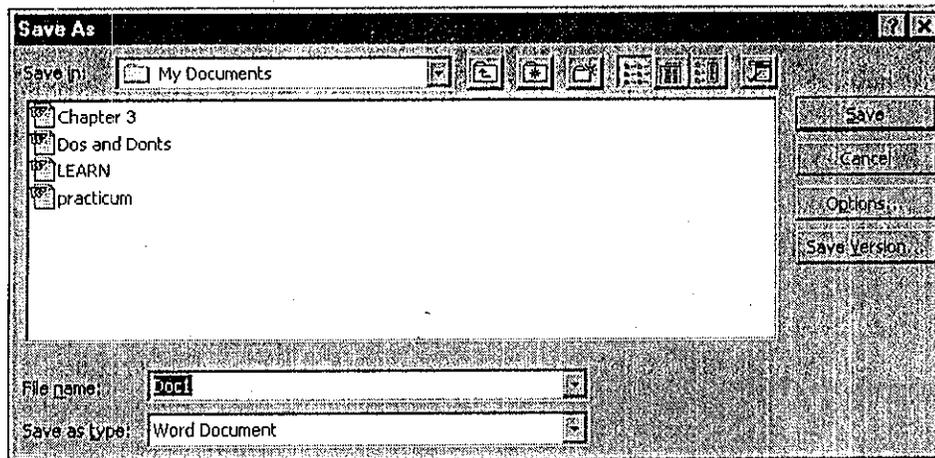


1. On the File menu, click Save.

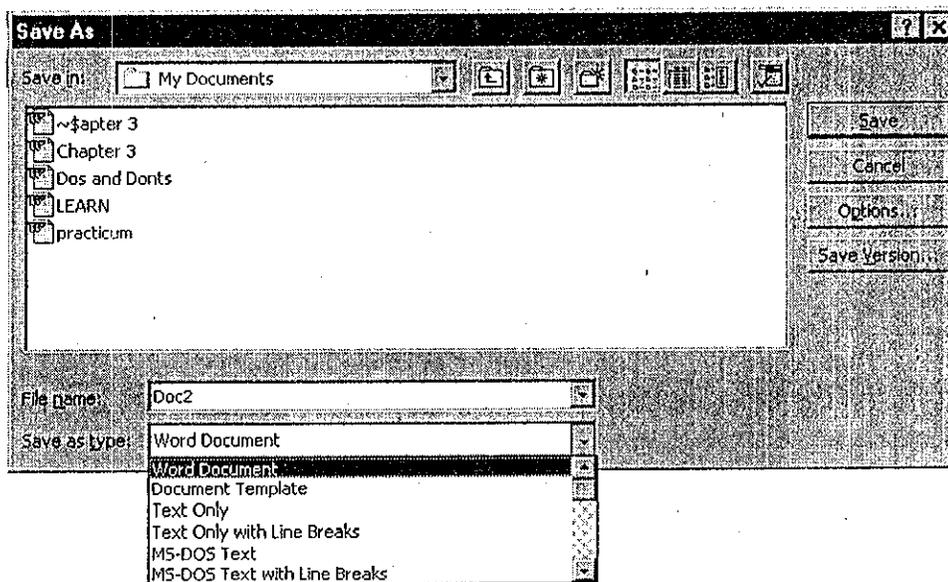
- To save a new document



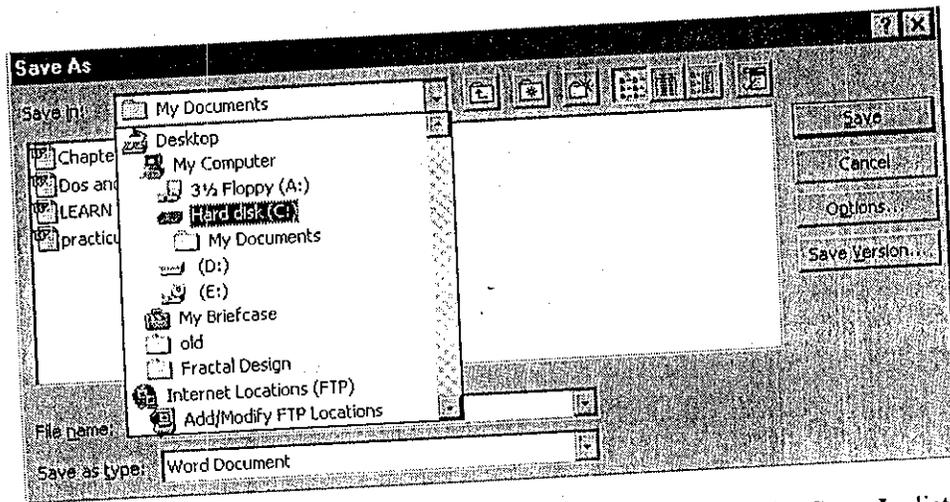
1. On the File menu, click Save As.



2. Type a name in the **File Name** box.



3. To change the file type, click the arrow next to **Save As Type**, and then click the type you want.



4. To save to a different drive and/or folder, open the **Save In** list, click the drive you want, and then double-click the folder.
5. Click **Save**.

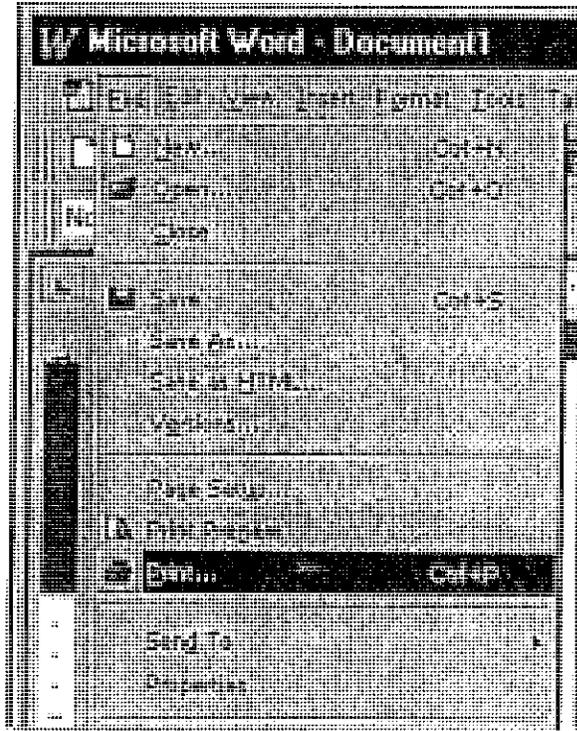
Printing a Document

➤ Before anything else...

1. Check if the printer is properly connected to the computer (and data switch, if any) and the power source. See Chapter 1 for further information.
2. Put paper on the paper tray and make necessary adjustments as necessary. For detailed information regarding your specific printer, consult the manual if you have it or contact your system administrator.
3. Turn on the printer, then wait until it is ready.

➤ To print a document

With the document already open, click **File**, and then click **Print**.



Some Do's and Don'ts of Working with Your Computer

Your computer is your responsibility. There are some office standards for the use of software on your computer, including Windows, programs, and your documents.

DO . . .

. . . use long filenames as much as possible when saving your documents. Make filenames descriptive enough to easily tell you what the document contains.

. . . organize related files into an appropriate folder/directory so that you can locate them easily in the future. The name of the directory should be descriptive enough.

. . . close all programs you used before leaving your computer to other users.

DON'T . . .

. . . forget to save your document every time you leave your computer and before turning it off. It is also advised that you save your document once in a while to prevent data loss in case of power failure.

. . . forget to shut down the computer properly before turning it off to avoid file damage.

. . . install any software or computer parts without permission of the system administrator.

. . . try to fix computer and software problems by yourself, except those explained in the troubleshooting section later in this chapter.

. . . make unnecessary changes to Windows settings such as display colors, driver settings, etc. Avoid accessing the Control Panel unless with proper instructions from the system administrator.

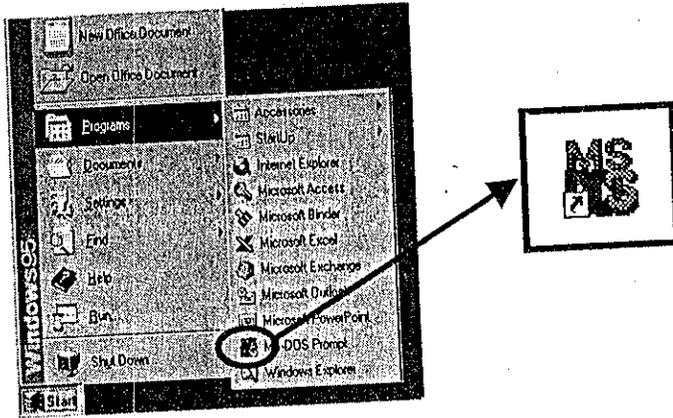
. . . touch any file that is not yours unless with permission of the owner.



Working in DOS Mode

How To Get To DOS Mode

> Under programs click this icon to start with the DOS Shell



Basic DOS command for Windows 95

> **HELP**
Used to start the MS-DOS Help.
e.g. D:\> help

> **DIR**
Used to display the files and subdirectories in the specified directory.

The following will be displayed on the screen if you use DIR without parameters or switches:

1. disk's volume label and serial number
2. one directory or filename per line, including the filename extension
3. the file size in bytes
4. the date and time the file was last modified
5. the total number of files listed, their cumulative size
6. the free space (in bytes) remaining on the disk

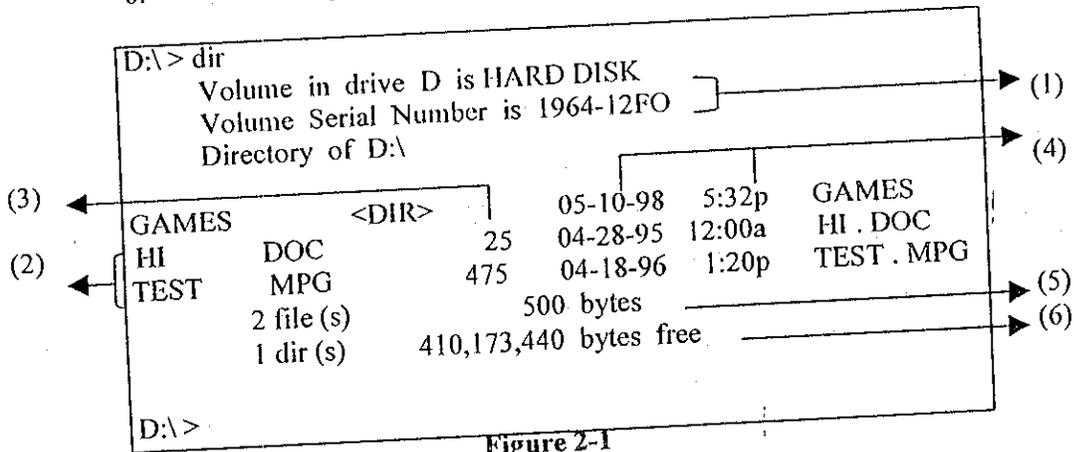


Figure 2-1

Switches

/P	Displays one screen of the listing at a time. To see the next screen, press any key. (see Figure 2-2.)
/W	Displays the listing in wide format, with as many as five filenames or directory names on each line. (see Figure 2-3.)
/S	Search file on the current directory and subdirectories if any. (see Figure 2-4.)
/L	Displays unsorted directory names and filenames in lowercase. (see Figure 2-5.)

```

D:\> dir /p
Volume in drive D is HARD DISK
Volume Serial Number is 1964-12FO
Directory of D:\

GAMES      <DIR>          05-10-98   5:32p   GAMES
TOOLS      <DIR>          10-15-98  11:00a   TOOLS
HI         DOC             25   04-28-95  12:00a   HI . DOC
LIKE      DOC             56   12-25-97   4:00a   LIKE . DOC
TEST      MPG            475   04-18-96   1:20p   TEST . MPG
Press any key to continue . . .
    
```

Figure 2-2

```

D:\> dir /w
Volume in drive D is HARD DISK
Volume Serial Number is 1964-12FO
Directory of D:\

[GAMES]          HELLO . DOC          TEST . MPG
                2 file (s)          500 bytes
                1 dir (s) 410,173,440 bytes free
D:\>
    
```

Figure 2-3

```

D:\> dir /s sample.doc
Directory of c:\temp\doc
SAMPLE DOC      345      02-01-98  2:04 a    SAMPLE.DOC
      1 file(s)      345 bytes

Directory of c:\mydocu~1
SAMPLE DOC      345      12-25-97  2:04a    SAMPLE.DOC
      1 file(s)      345 bytes

Directory of c:\hello
SAMPLE DOC      345      12-25-97  2:04a    SAMPLE.DOC
      1 file(s)      345 bytes

D:\>
    
```

Figure 2-4

```

D:\> dir /l
Volume in drive D is HARD DISK
Volume Serial Number is 1964-12FO
Directory of D:\

games          <DIR>          05-10-98  5:32p    GAMES
hi   doc        25           04-28-95  12:00a   HI . DOC
test  mpg        475          04-18-96  1:20p   TEST . MPG
      2 file(s)          500 bytes
      1 dir(s)      410,173,440 bytes free

D:\>
    
```

Figure 2-5

➤ **MORE**

Used to display one screen of output at a time.

```
D:\> dir | more
Volume in drive D is HARD DISK
Volume Serial Number is 1964-12FO
Directory of D:\

GAMES      <DIR>      05-10-98   5:32p   GAMES
TOOLS      <DIR>      10-15-98  11:00a   TOOLS
HI         DOC        25  04-28-95  12:00a   HI . DOC
LIKE      DOC        56  12-25-97   4:00a   LIKE . DOC
TEST     MPG        475  04-18-96   1:20p   TEST . MPG
-- More --
```

Figure 2-6

➤ **TREE**

Used to display the graphical structure of a directory.

```
D:\> tree games
Directory PATH listing
Volume Serial Number is 1964-12FO
D: GAMES
  └─ JUMANJI

D:\>
```

Figure 2-7

➤ **MKDIR (MD)**

Used to create a directory or a subdirectory.

e.g. D:\> md NEW

➤ **DELTREE**

Deletes a directory and all the files and subdirectories that are in it.

```

GAMES      <DIR>          05-10-98  5:32p  GAMES
HI         DOC            25  04-28-95  12:00a  HI . DOC
TEST      MPG            475  04-18-96  1:20p  TEST . MPG
          2 file (s)          500 bytes
          1 dir (s)       410,173,440 bytes free

D:\> del tree GAMES
Delete directory "GAMES" and all its subdirectory ? [y/n] _

```

Figure 2-10

Switch

/Y	Carries out the DELTREE command without first prompting you to confirm the deletion.
----	--

➤ **RMDIR(RD)**

Used to delete (remove) an *empty* directory.

e.g. D:\> rd garbage

➤ **COPY**

Used to copy one or more files to the specified drive or directory. This command can also be used to combine files.

e.g. D:\> copy sample.txt c:

Switch

/V	Verifies that new files are written correctly.
----	--

➤ **RENAME(REN)**

Used to change the name of the file or files.

e.g. D:\> ren old.doc new.doc



➤ DEL (Erase)

Used to delete the file(s) you specify.

```

GAMES      <DIR>          05-10-98  5:32p  GAMES
HI         DOC           25  04-28-95 12:00a  HI . DOC
TEST      MPG           475  04-18-96 1:20p  TEST . MPG
          2 file(s)         500 bytes
          1 dir(s)        410,173,440 bytes free

D:\> del test.mpg

D:\>

```

Figure 2-11

Switch

/P	Prompts you for confirmation before deleting the specified file.
----	--

```

GAMES      <DIR>          05-10-98  5:32p  GAMES
HI         DOC           25  04-28-95 12:00a  HI . DOC
TEST      MPG           475  04-18-96 1:20p  TEST . MPG
          2 file(s)         500 bytes
          1 dir(s)        410,173,440 bytes free

D:\> del /p test.mpg

TEST.MPG  Delete (y / n) ? _

```

Figure 2-12

> TYPE

Used to display the contents of a *text* file without modifying it.

```
D:\> dir
Volume in drive D is HARD DISK
Volume Serial Number is 1964-12FO
Directory of D:\

GAMES      <DIR>          05-10-98  5:32p  GAMES
TEST      TXT              .92   05-11-98  4:20a  TEST.TXT

D:\> type test.txt

This is the content of the file test.txt
:) - happy
:( - sad
:o - surprise
BYE !!!

D:\>
```

Figure 2-13

> CHKDSK

Used to check the status of a disk and displays a status report. The CHKDSK command can also be used to fix the errors found on the disk.

```
D:\> chkdsk a :
Volume Serial Number is 3D20-1304

1,457,664 bytes total disk space
1,166,336 bytes in 6 user files
291,328 bytes available on disk

512 bytes in each allocation unit
2,847 total allocation units on disk
569 available allocation on disk

655,360 total bytes memory
619,232 bytes free

D:\>
```

Figure 2-14

Switches

/F	Fixes errors on the disk.
/V	Displays the name of each file in every directory as the disk is checked. (see Figure 2-15.)

```

D:\> chkdsk /v a :
Volume Serial Number is 3D20-1304
Directory A:\
A:\ OUTLINE . DOC
    GAMES . EXE

    1,457,664 bytes total disk space
    1,166,336 bytes in 6 user files
    291,328 bytes available on disk

    512 bytes in each allocation unit
    2,847 total allocation units on disk
    569 available allocation on disk

    655,360 total bytes memory
    619,232 bytes free

D:\>

```

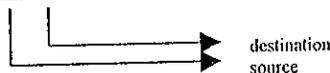
Figure 2-15**> FORMAT**

Used to format a disk.

e.g. D:\> format a:

> DISKCOPY

Used to copy the entire contents of one floppy disk to another floppy disk. All the information of the destination disk will be overwrite by the new information.

e.g. D:\> diskcopy a: a:

> **ATTRIB**

Used to display or to change the *file attributes*.

```

D:\> dir
Volume in drive D is HARD DISK
Volume Serial Number is 1964-12FO
Directory of D:\

GAMES      <DIR>          05-10-98  5:32p  GAMES
HI         DOC             25  04-28-95  12:00a  HI .DOC
1 file(s)                500 bytes
1 dir(s)                 410,173,440 bytes free

D:\> attrib
R      HI .DOC      DA HI .DOC
H      SECRET .TXT DA SECRET .TXT

D:\>
    
```

Figure 2-16

Indicates that file SECRET.TXT is a hidden file. (A hidden file will not be shown when the DIR command was used.)

Indicates that file HI .DOC is a Read-Only file. (A Read-only file can not be modified.)

Switches

+R	Sets the Read-Only file attribute.
-R	Clears the Read-Only file attribute.
+H	Sets the file as a Hidden file.
-H	Clears the Hidden file attribute. (see Figure 2-17.)

```
D:\> attrib -h SECRET.TXT

D:\> dir
Volume in drive D is HARD DISK
Volume Serial Number is 1964-12F0
Directory of D:\

GAMES      <DIR>           05-10-98  5:32p  GAMES
HI         DOC             500     04-28-95 12:00a  HI . DOC
SECRET TXT 475           04-18-96 1:20p  SECRET.TXT
          2 file(s)         500 bytes
          1 dir(s)      410,173,440 bytes free
D:\> attrib secret.txt
SECRET.TXT          D:\> SECRET.TXT

D:\>
```

Figure 2-17

> EXIT

Used to terminate the MS-DOS and returns to the Windows Desktop.

e.g. D:\> exit

Basic DOS command for Windows NT

> HELP

Used to start the MS-DOS Help.

e.g. D:\> help

> DIR

Used to display a list of files and subdirectories in a directory.

The following will be displayed on the screen if you use DIR without parameters or switches:

1. disk's volume label and serial number
2. one directory or filename per line, including the filename extension
3. the file size in bytes
4. the date and time the file was last modified
5. the total number of files listed, their cumulative size
6. the free space (in bytes) remaining on the disk

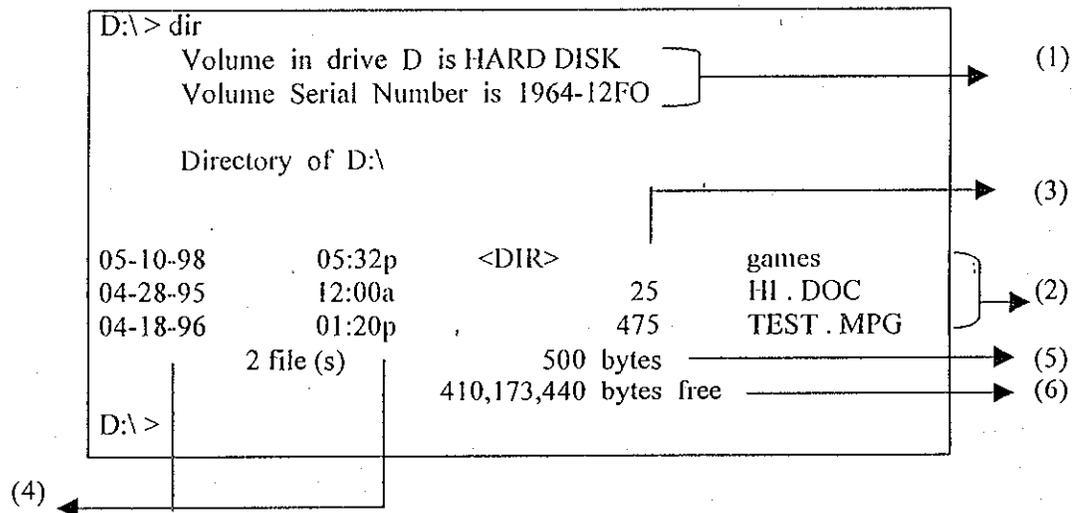


Figure 2-18

Switches

/P	Displays one screen of the listing at a time. To see the next screen, press any key. (see Figure 2-19 .)
/W	Displays the listing in wide format, with as many as five filenames or directory names on each line. (see Figure 2-20 .)
/S	Search file on the current directory and subdirectories if any. (see Figure 2-21 .)
/L	Displays unsorted directory names and filenames in lowercase. (see Figure 2-22 .)

```

D:\> dir /p
Volume in drive D is HARD DISK
Volume Serial Number is 1964-12FO

Directory of D:\

05-10-98          05:32p  <DIR>          games
10-15-98          11:00a  <DIR>          tools
04-28-95          12:00a          25          HI . DOC
12-25-97          04:00a          56          LIKE . DOC
04-18-96          01:20p          475         TEST . MPG
Press any key to continue . . .

```

Figure 2-19

```

D:\> dir /w
Volume in drive D is HARD DISK
Volume Serial Number is 1964-12FO

Directory of D:\

[games]          HELLO . DOC      TEST . MPG
                2 file (s)      500 bytes
                410,173,440 bytes free

D:\>

```

Figure 2-20

```
D:\> dir /s find.doc
Volume in drive D is HARD DISK
Volume Serial Number is 1964-12FO

Directory of D:\temp

04-28-95      12:00a      500          find.doc
              1 File(s) 389,056 bytes

Total Files Listed:
          1 File(s) 389,056 bytes
          410,000,440 bytes free

D:\>
```

Figure 2-21

```
D:\> dir /l
Volume in drive D is HARD DISK
Volume Serial Number is 1964-12FO

Directory of D:\

05-10-98      05:32p  <DIR>          games
04-28-95      12:00a           25          hi . doc
04-18-96      01:20p          475          test. Mpg

              2 file (s)          500 bytes
              410,173,440 bytes free

D:\>
```

Figure 2-22

> MORE

Used to display one screen of output at a time.

```
D:\> dir | more
Volume in drive D is HARD DISK
Volume Serial Number is 1964-12FO

Directory of D:\

05-10-98    05:32p    <DIR>        games
10-15-98    11:00a    <DIR>        tools
04-28-95    12:00a           25    HI . DOC
12-25-97    04:00a           56    LIKE . DOC
04-18-96    01:20p          475    TEST . MPG
-- More --
```

Figure 2-23

> TREE

Used to display the graphical structure of a directory.

```
D:\> tree games
Directory PATH listing
Volume Serial Number is 1964-12FO
D:\ GAMES
  └─ jumanji

D:\>
```

Figure 2-24

Switches

/F	Displays the names of the files in each directory.
----	--

```

D:\> tree /f games
Directory PATH listing
Volume Serial Number is 1964-12FO
D: \GAMES
    |
    | START.EXE
    | jumanji
D:\>

```

Figure 2-25

> CHDIR (CD)

Used to display the name of the current directory or to change the current directory.

```

D:\> dir
Volume in drive D is HARD DISK
Volume Serial Number is 1964-12FO

Directory of D:\

05-10-98    05:32p    <DIR >          games
04-28-95    12:00a           25          HI . DOC
04-18-96    01:20p          475          TEST . MPG
           2 file(s)          500 bytes
           410,173,440 bytes free

D:\> cd games

D: \GAMES>

```

Figure 2-26

> MKDIR (MD)

Used to create a new directory or a new subdirectory.

e.g. D:\> md NEW

> RMDIR (RD)Used to remove *empty* directory.

e.g. D:\> rd garbage

> COPY

Used to copy one or more files to the specified drive or directory.

e.g. D:\> copy sample.txt c:

Switch

/V	Verifies that new files are written correctly.
----	--

> RENAME(REN)

Used to change the name of the file or files.

e.g. D:\> ren old.doc new.doc**> DEL (Erase)**

Used to delete one or more files.

05-10-98	05:32p	<DIR >	games
04-28-95	12:00a	25	HI . DOC
04-18-96	01:20p	475	TEST . MPG
	2 file (s)	500 bytes	
		410,173,440 bytes free	
D:\> del test.mpg			
D:\>			

Figure 2-27

Switch

/P	Prompts you for confirmation before deleting the specified file.
-----------	--

```

05-10-98    05:32p    <DIR>          games
04-28-95    12:00a           25      HI . DOC
04-18-96    1:20p          475      TEST . MPG

      2 file (s)           500 bytes
                        410,173,440 bytes free

D:\>del /p test.mpg
D:\> TEST . MPG, Delete (Y/N)? _

```

Figure 2-28

> TYPEUsed to display the contents of a *text* file.

```

D:\> dir
Volume in drive D is HARD DISK
Volume Serial Number is 1964-12FO

Directory of D:\

05-10-98    5:32p    <DIR>          games
05-11-98    4:20a           92      TEST . TXT

      1 file (s)           92 bytes
                        410,173,440 bytes free

D:\> type test.txt

This is the content of the file test.txt
:) - happy
:( - sad
:o - surprise
BYE !!!

D:\>

```

Figure 2-29

> CHKDSK

Used to check a disk and displays a status report. The CHKDSK command can also be used to fix the errors found on the disk.

```
D:\> chkdsk a :
The type of the file system is FAT .
Volume Serial Number is 3D20-1304
CHKDSK is verifying files and directories ...
File and directory verification completed .

      1457664 bytes total disk space.
      1166336 bytes in 6 user files.
      291328 bytes available on disk.

      512 bytes in each allocation unit.
      847 total allocation units on disk.
      569 available allocation on disk.

D:\>
```

Figure 2-30

Switches

/F	Fixes errors on the disk.
/V	Displays the name of each file in every directory as the disk is checked. (see Figure 2-31.)

```
D:\> chkdsk /v a :
The type of the file system is FAT .
Volume Serial Number is 3D20-1304
CHKDSK is verifying files and directories ...
\OUTLINE.DOC
\GAMES.EXE
File and directory verification completed .

      1457664 bytes total disk space.
      1166336 bytes in 6 user files.
      291328 bytes available on disk.

      512 bytes in each allocation unit.
      2847 total allocation units on disk.
      569 available allocation on disk.

D:\>
```

Figure 2-31

> **FORMAT**

Used to format a disk for use with Windows NT.

e.g. D:\> format a:

> **DISKCOPY**

Used to copy the entire contents of one floppy disk to another.

e.g. D:\> diskcopy a: a:



> **ATTRIB**

Used to display or to change the *file attributes*.

```

D:\> dir
Volume in drive D is HARD DISK
Volume Serial Number is 1964-12FO

Directory of 'D:\'

05-10-98      5:32p      <DIR>      games
04-28-95      12:00a      25         HI . DOC
1 file(s)      500 bytes
410,173,440 bytes free

D:\> attrib
             R  D:\HI.DOC
             H  D:\SECRET.TXT
D:\
    
```

Figure 2-32

Indicates that file HI . DOC is a Read-Only file.
(A Read-Only file can not be modified.)

Indicates that file SECRET.TXT is a hidden file.
(A hidden file will not be shown when the
DIR command was used.)

Switches

+R	Sets the Read-Only file attribute.
-R	Clears the Read-Only file attribute.
+H	Sets the file as a Hidden file.
-H	Clears the Hidden file attribute. (see Figure 2-33.)

```
D:\> attrib -h SECRET.TXT

D:\> dir
Volume in drive D is HARD DISK
Volume Serial Number is 1964-12FO

Directory of D:\

05-10-98    5:32p    <DIR >          daoey
04-28-95    12:00a           25          HI .DOC
04-18-96    1:20p          475          SECRET.TXT
          2 file(s)          500 bytes
          410,173,440 bytes free

D:\> attrib secret.txt
D:\> SECRET.TXT

D:\>
```

Figure 2-33

> EXIT

Used to terminate the MS-DOS and returns to the Windows Desktop.
e.g. D:\> exit

Common DOS Error Messages

Error	Description	What to do
Access denied	You tried to save to a file marked Read-Only.	Change the particular <i>attribute</i> of a file by using the ATTRIB command.
All files in directory will be deleted. Are you sure (Y/N)?	You'll get this warning message if you tried to delete all of the files in a directory or subdirectory.	Just make sure that you really want to delete all the files in a directory before you really press that Y key.
Bad command or filename	You've entered an inaccurate command name.	Check the command name. Verify which drive you've specified and retry the command.
Directory already exists	You've tried to create a new directory or subdirectory, using a name that already exists in the current directory.	Try using another name for the new directory or subdirectory.
Duplicate filename or file not found	You've tried to rename a file and use the same name for two files, or try to rename a file that does not exist.	Try to check the filename or use another filename.
File cannot be copied onto itself	You've tried to copy a file using the same filename for the duplicate, in the same directory.	Change the filename for the duplicate, or save the duplicate to a different directory or disk.
Insufficient disk space	Your diskette or fixed drive does not have enough free space to hold the file being written.	Run CHKDSK to check the status of the disk, or you can use another data diskette.
Invalid directory	The directory you specified that does not exist.	Change the path name and retry.
Non-system disk or disk error	You've tried to start a computer from a nonbootable diskette.	Eject the diskette, then restart the computer by pressing <Ctrl+Alt+Del> keys the same time.
Not enough memory	The computer does not have enough memory available to run the command you specified.	Close all other program that might be running along with the program you're trying to run.

The file is in use by someone else.	You're using DOS on a network and tried to access a file that someone else is also using.	Wait a few moments, and then try again.
Unable to create directory.	You're trying to create a directory; and DOS stops you. The possible reasons are path name is too lengthy, disk has no free space, the root directory of the current disk is full, illegal characters were used in the directory name.	Check to see if you've entered a correct directory and path name. Check for a full disk or full root directory. Check for illegal characters in the directory name, such as &, ^, or %.
Write failed on writing drive. Abort R to Retry.	DOS can't write data to the specified disk.	Check if the disk is properly inserted into the drive. Reinsert the disk, and then press R to Retry. If you still get this message, the disk might be bad.
Write protect error writing drive.	You've tried to save your work on a write protected disk.	Remove the write-protect tab on the diskette. (see Figure 2-34.)

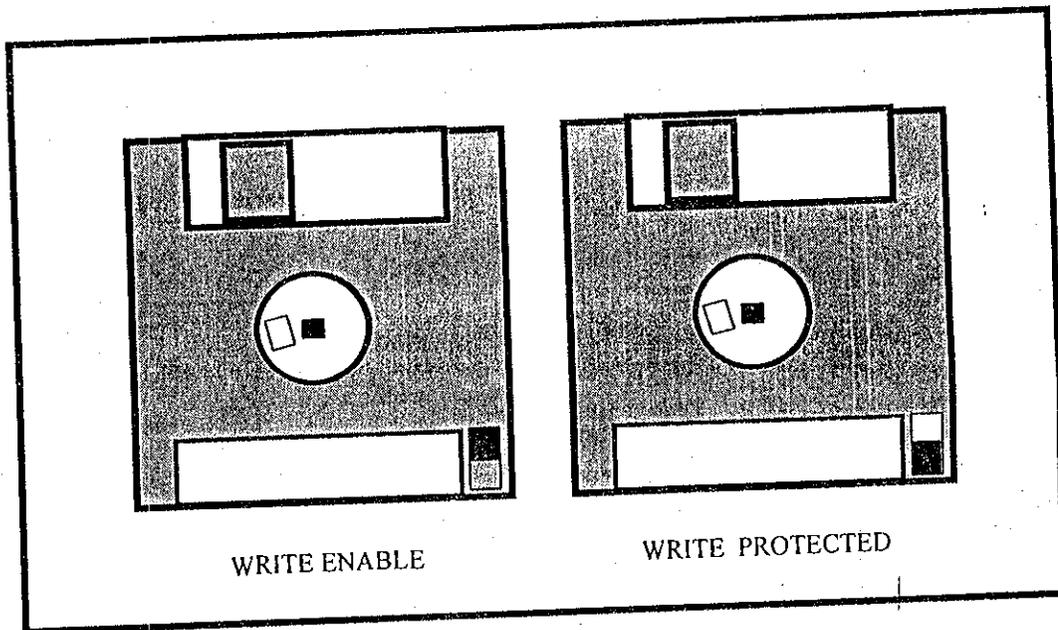
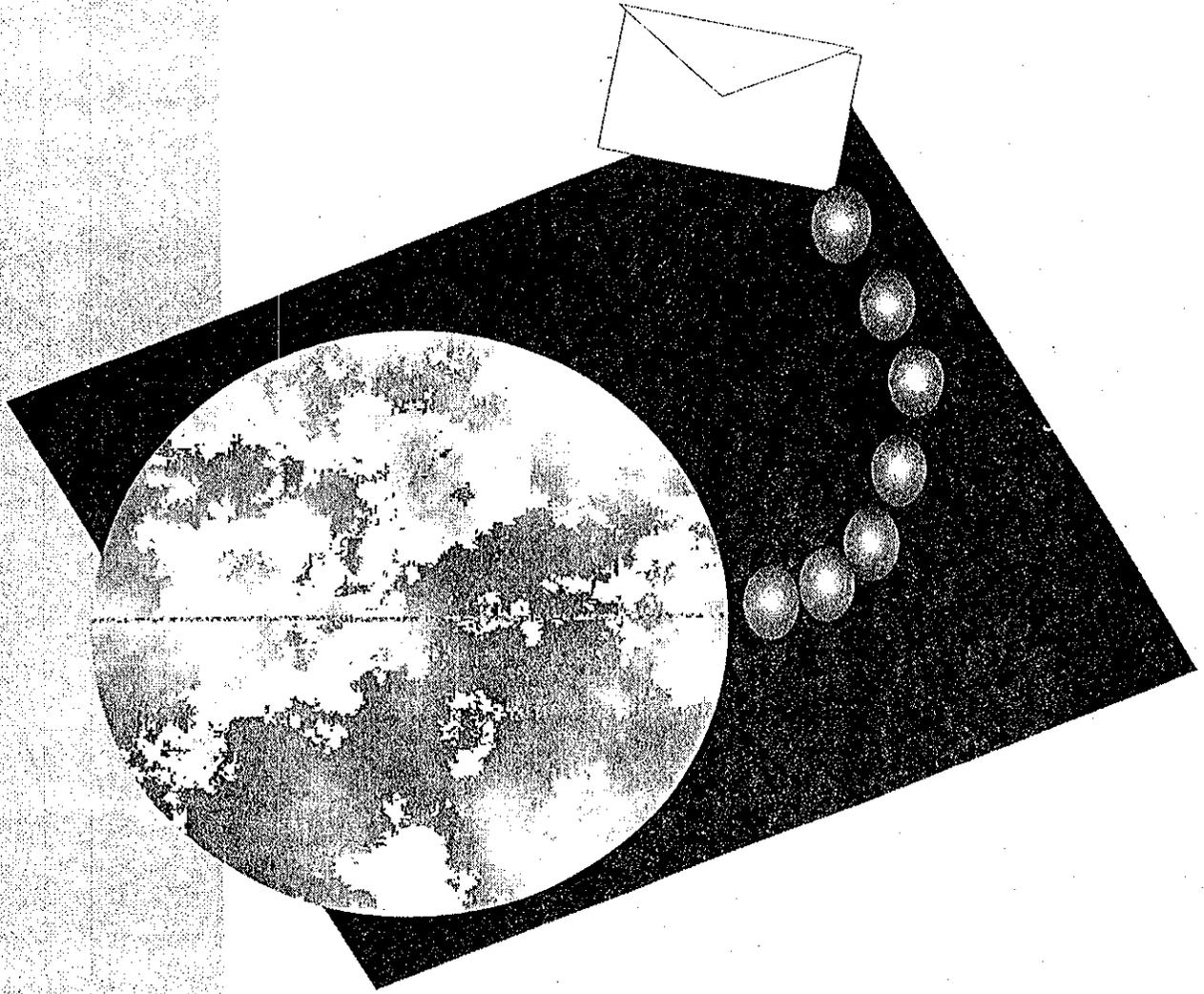


Figure 2-34



Communicating with People

Internet? E-mail?

Long gone were the days when you have to write a letter on paper and send it by post, then wait for a couple of days for it to get to its destination, then a few more days for you to get a reply. And it could even take weeks if the destination is too far. Now, you can do all these in just minutes, regardless of distance!

The emergence of the *Internet* technology has made possible for computer users around the world to communicate using their computers. This makes communication a lot easier and faster for us. The Internet is built upon a worldwide network of computers, consisting of local subnetworks that are interconnected by phone lines to local servers. Fast communication technologies such as fiber optics and satellite systems connect the local subnetworks to other locations around the globe.

One important capability of the Internet is international *e-mail*. Using this feature, you can establish correspondence with virtually anybody connected to the Internet, the fast and easy way. The mail is received in just a matter of minutes. To be able to use e-mail, each user must have his unique *e-mail address* that will be used just like a postal address. Besides textual messages, e-mail can also contain pictures, or any type of computer file, called an *attachment*.

Now that access to the Internet is available to almost all computer users worldwide, the significance of the Internet and e-mail has become an integral part of computing. It was since long before that we wish we could have the entire world in our hands... now it seems we are getting close to that.

How to use E-mail using Eudora Light

Checking for a New Message

Click the **check mail** icon (or press **Ctrl+M**).



NOTE: You can also set up the automatic check mail by opening the **Checking Mail Option** and enter the number of minutes between check mails in the **Check for mail every ? minutes** option.

(To view the **Checking Mail Option**, from the **Tools** menu select **Options...**)

Creating an Outgoing Message

1. Click the **new message** icon (or press **Ctrl+N**).



2. A new Message box will be shown on the screen.
3. Fill in the **To**, **From**, **Subject**, **Cc** (optional), and **Bcc** (optional) lines.
4. Fill in the text of the Message box.

To: |

From: Cultural Center of the Philippines <ccp@ccpop.ednu.edu.ph>

Subject:

Cc:

Bcc:

Attached:

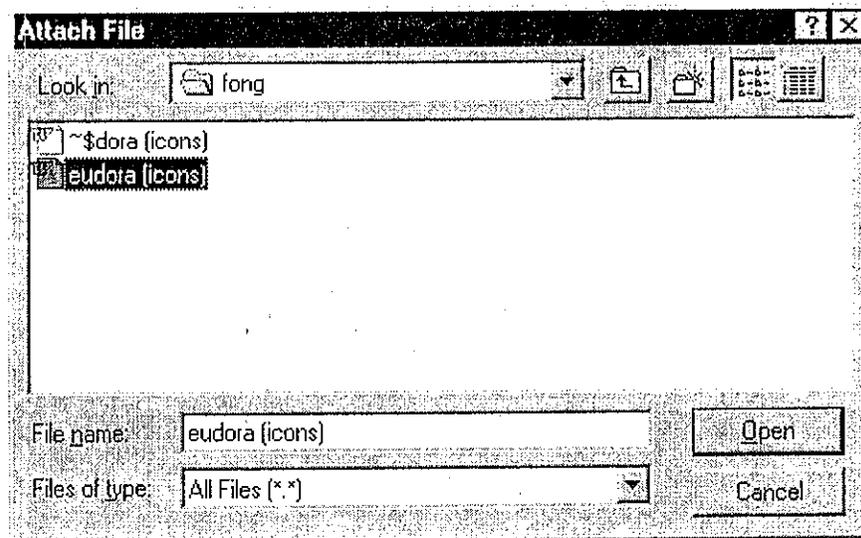
A **Cc** or **carbon copy** address is an e-mail address of someone that you want to receive an exact duplicate of the e-mail you sent to the original recipient, and is eventually known to all recipients including other Cc's. A **Bcc** or **blind carbon copy** is a Cc that is not made known to others.

Attaching a File to a Message

1. Create an outgoing message (optional).
2. Click the **attach file** icon (or press **Ctrl+H**).

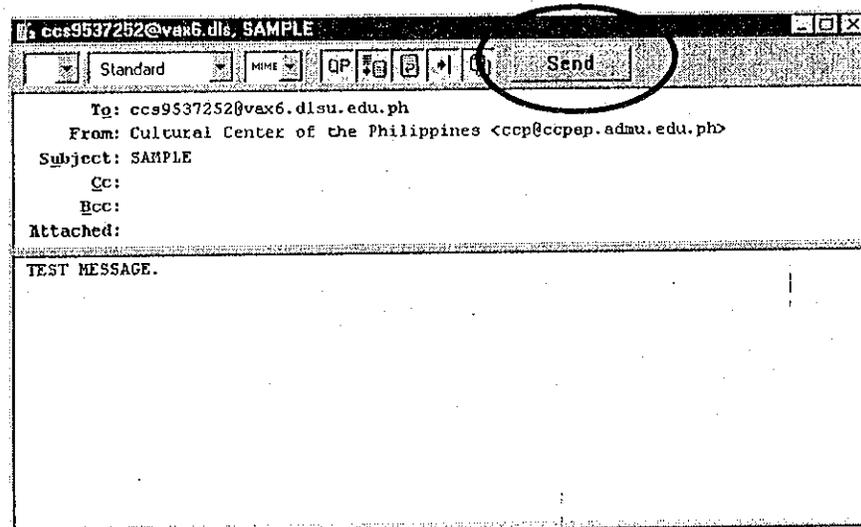


3. An attach file dialog will be displayed.
4. Find for the file you want, select it, and press **Enter** (or double click the file).



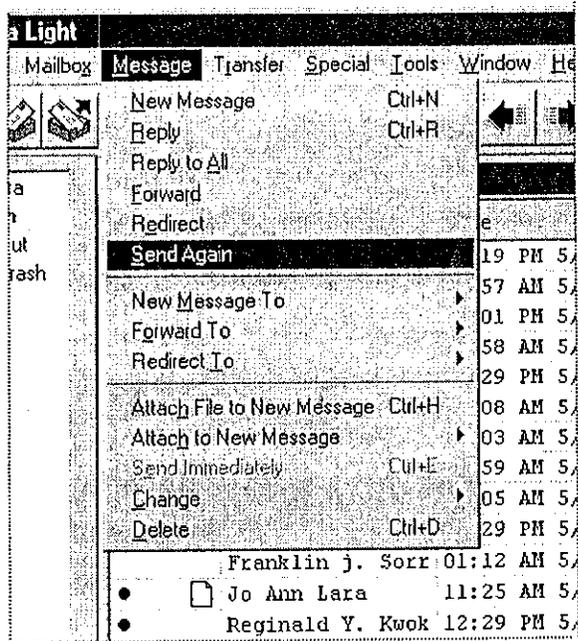
Sending a Message

1. Create an outgoing message.
2. Click the **send** button (or press **Ctrl+E**).



Sending a Rejected Message

1. Select or open the message that you would like to re-send.
2. Select **Send Again** option from the **Message** menu.



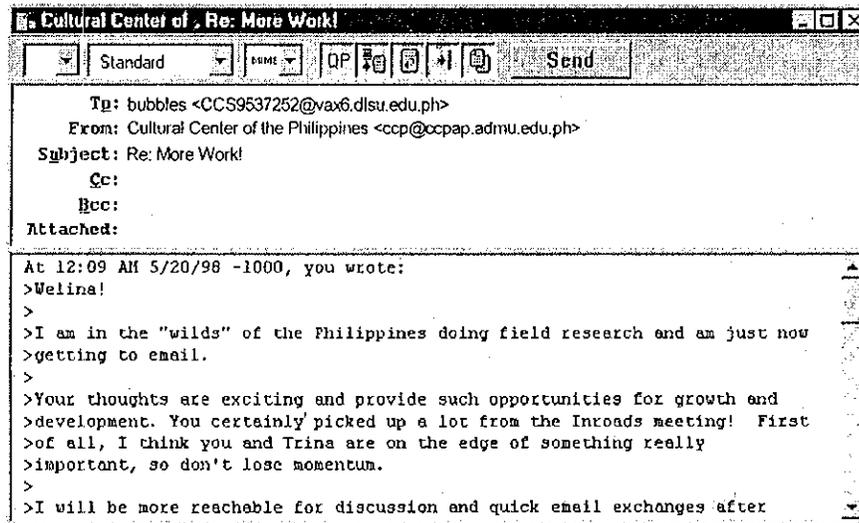
NOTE: A *rejected message* usually includes original text with cryptic information that helps you to determine the reason the message was rejected. By choosing the **Send Again** option, the cryptic information will be eliminated from the original text.

Replying to a Message

1. Open or select the file that you would like to reply.
2. Click the **reply** icon (or press **Ctrl+R**).



3. A new message window will be displayed including all the sender's original text. Each line of the original text will be preceded by a greater-than symbol (>).

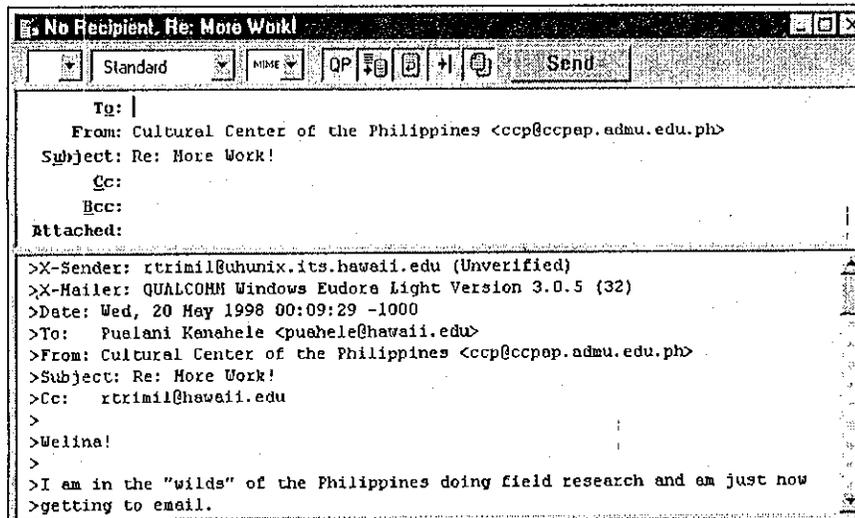


Forwarding a Message

1. Open or select the file that you would like to forward.
2. Click the **forward** icon.



3. A new message window will be displayed including your address in the **From** field. The original sender's text will be shown in the message body. Each line of the original text will be preceded by a greater-than symbol (>).



Printing a Message

1. Open the file you want to print.
2. Click the **print...** icon.



Deleting a Message

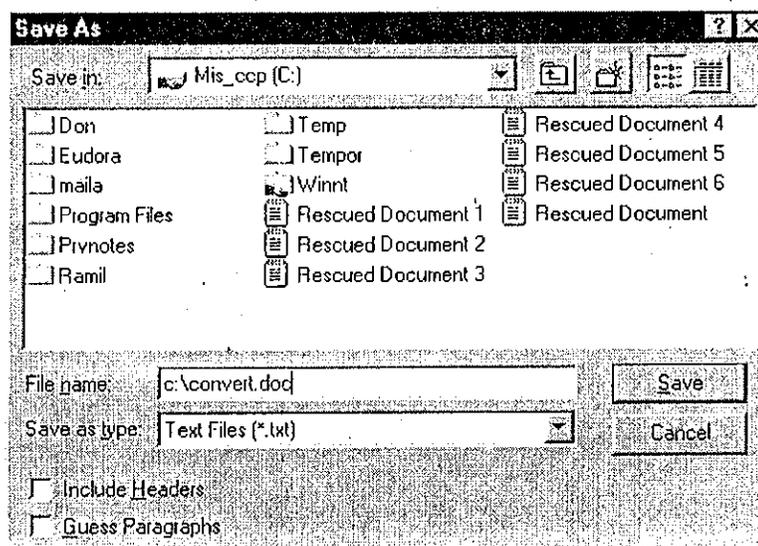
1. Click on the file that you would like to delete.
2. Click the **delete message(s)** icon.



Converting E-mail to a file

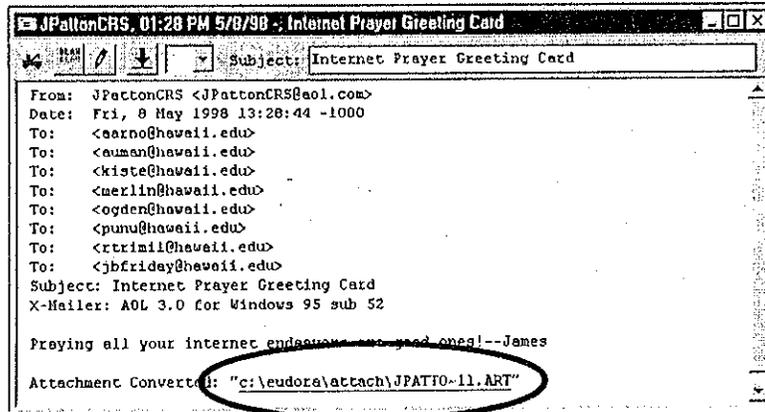
> Saving a Message as a file

1. Select or open a message.
2. From the File menu, choose **Save As...**, and specify a file name.

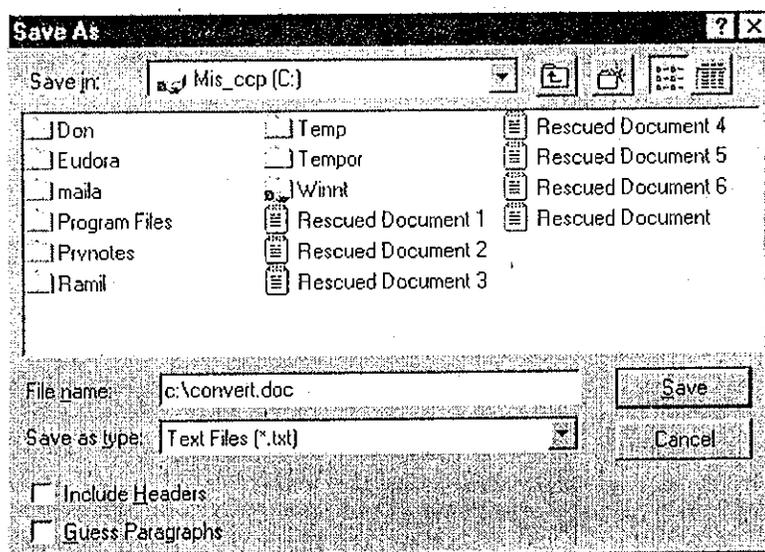


➤ Saving an Attachment as a file

1. Open an attach file.



2. From the File menu, choose Save As..., and specify a file name.

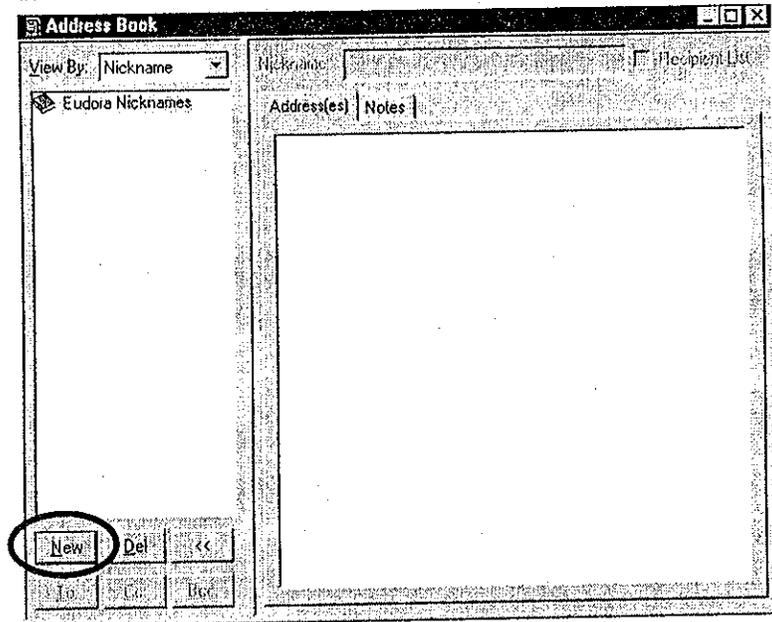


825

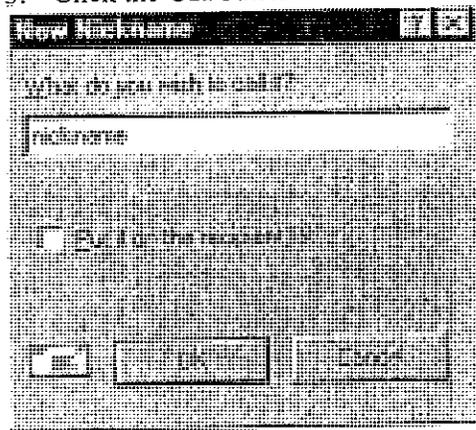
Using the Address Book

➤ Creating New Entries

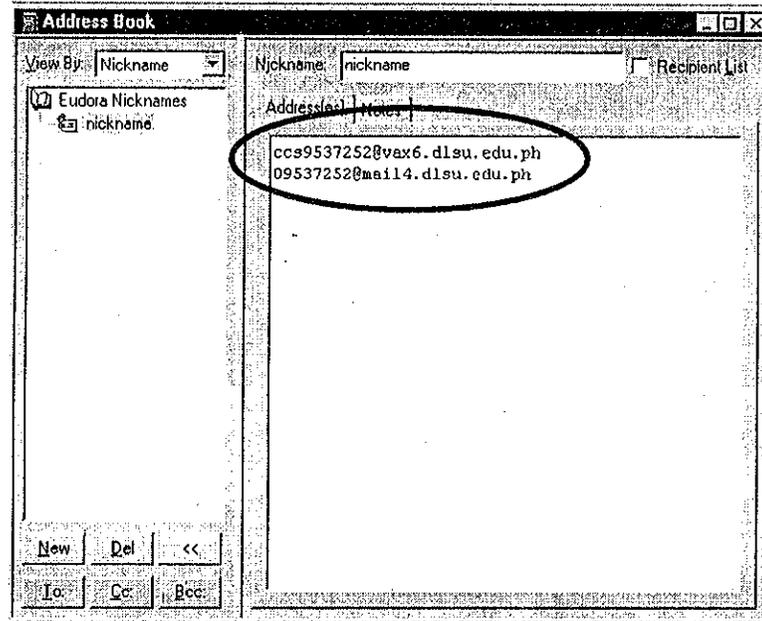
1. Click on New.



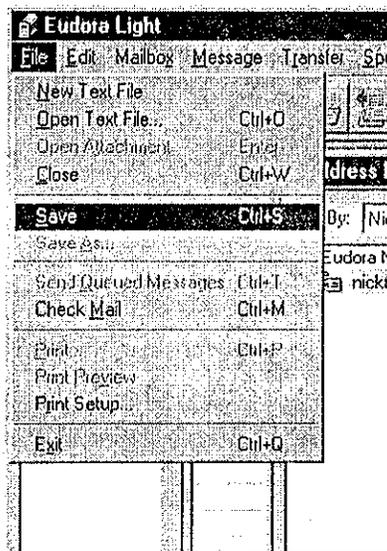
2. A dialog box will be displayed asking you to enter a *nickname* for the new entry.
3. Click the OK button.



- In the **Address(es)** field, enter the complete e-mail address of each person to be included in the *nickname*.

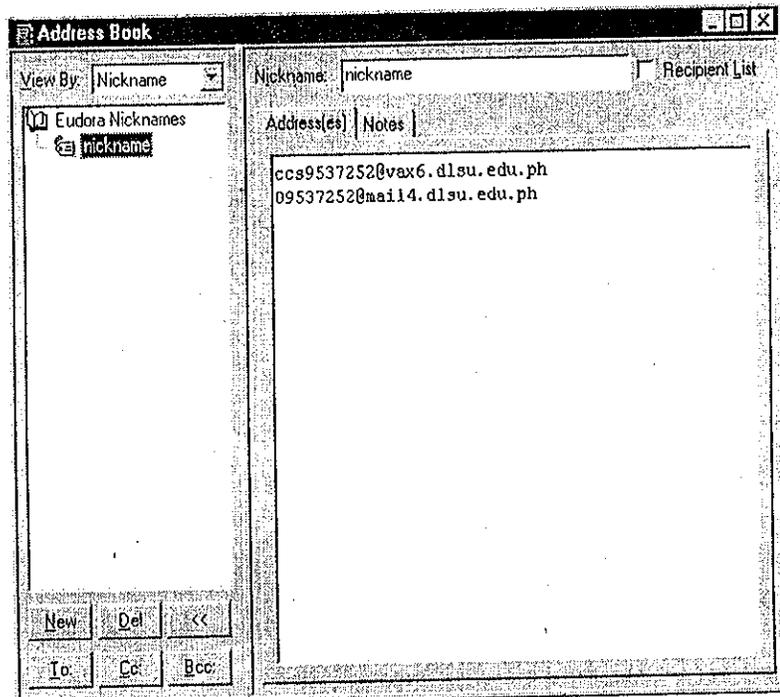


- Select **Save** from the **File** menu

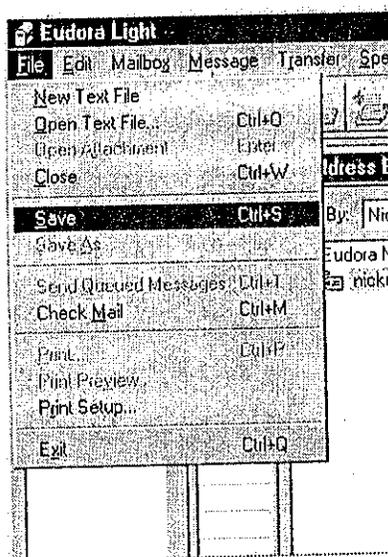


➤ **Deleting Entries**

1. Select the entry you want to delete.
2. Click on the Del button or the Delete key.



3. Select Save from the File menu



THE INTERNET

Long gone were the days when you have to write a letter on paper and send it by post, then wait for a couple of days for it to get to its destination, then a few more days for you to get a reply. And it could even take weeks if the destination is too far. Now, you can do all these in just minutes, regardless of distance!

The Internet is a collection of computer networks that connect millions of computers around the world. Within the Internet is the World Wide Web, usually known simply as the Web. The Web is made up of Web pages, which enable you to view information in a graphical form.

The emergence of this technology has made possible for computer users around the world to communicate using their computers. This makes communication a lot easier and faster for us. The Internet is built upon a worldwide network of computers, consisting of local subnetworks that are interconnected by phone lines to local servers. Fast communication technologies such as fiber optics and satellite systems connect the local subnetworks to other locations around the globe.

One important capability of the Internet is international *e-mail*. Using this feature, you can establish correspondence with virtually anybody connected to the Internet, the fast and easy way. The mail is received in just a matter of minutes. To be able to use e-mail, each user must have his unique *e-mail address* that will be used just like a postal address. Besides textual messages, e-mail can also contain pictures, or any type of computer file, called an *attachment*.

Now that access to the Internet is available to almost all computer users worldwide, the significance of the Internet and e-mail has become an integral part of computing. It was since long before that we wish we could have the entire world in our hands... now it seems we are getting close to that.

THE INTERNET: HOW IT WORKS

Computers can be connected to other computers. You have seen our Local area network(LAN). The LAN uses cables, and is connected to servers. Implementing Agencies are also connected to our LAN, and we call the whole set-up a Wide Area Network(WAN). The agencies use telephone lines to connect to us. Modems are used to connect the computer to the telephone line. This are connected to a gateway, which is simply a computer that acts very much like a traffic policeman. It takes care of the communications between computers, where the cars, in this case, are the bits of data being passed around. This connection has to have its own language, or protocol, so that all the computers can understand each other.

Now, imagine that in every office, in every nation, there is a computer that is connected and is open to receiving connections using telephone lines. Well, you would have a network that would be large. This network uses the TCP/IP protocol, so that these computers can understand each other. The whole setup is the Internet.

To use the Internet, you have to have a computer that has the TCP/IP protocol installed with it. The office computers are already configured for that. But then we don't need to go through that right now. So what do you use to see the Internet? The most basic today is the Browser, which, if fully installed in your unit, comes complete with all the necessary tools you would need to use the Internet.

BROWSERS

Now were starting to build some heat here. Yes, like Netscape.

Browsers are used to do most major things you would want to do with the Internet. One can go to different places that are featured in web sites. A web site is the place where the owner of the web site can place any information that he wants to open to somebody else. It could be a file, a picture, a piece of music, a movie clip...

BROWSER FACTS

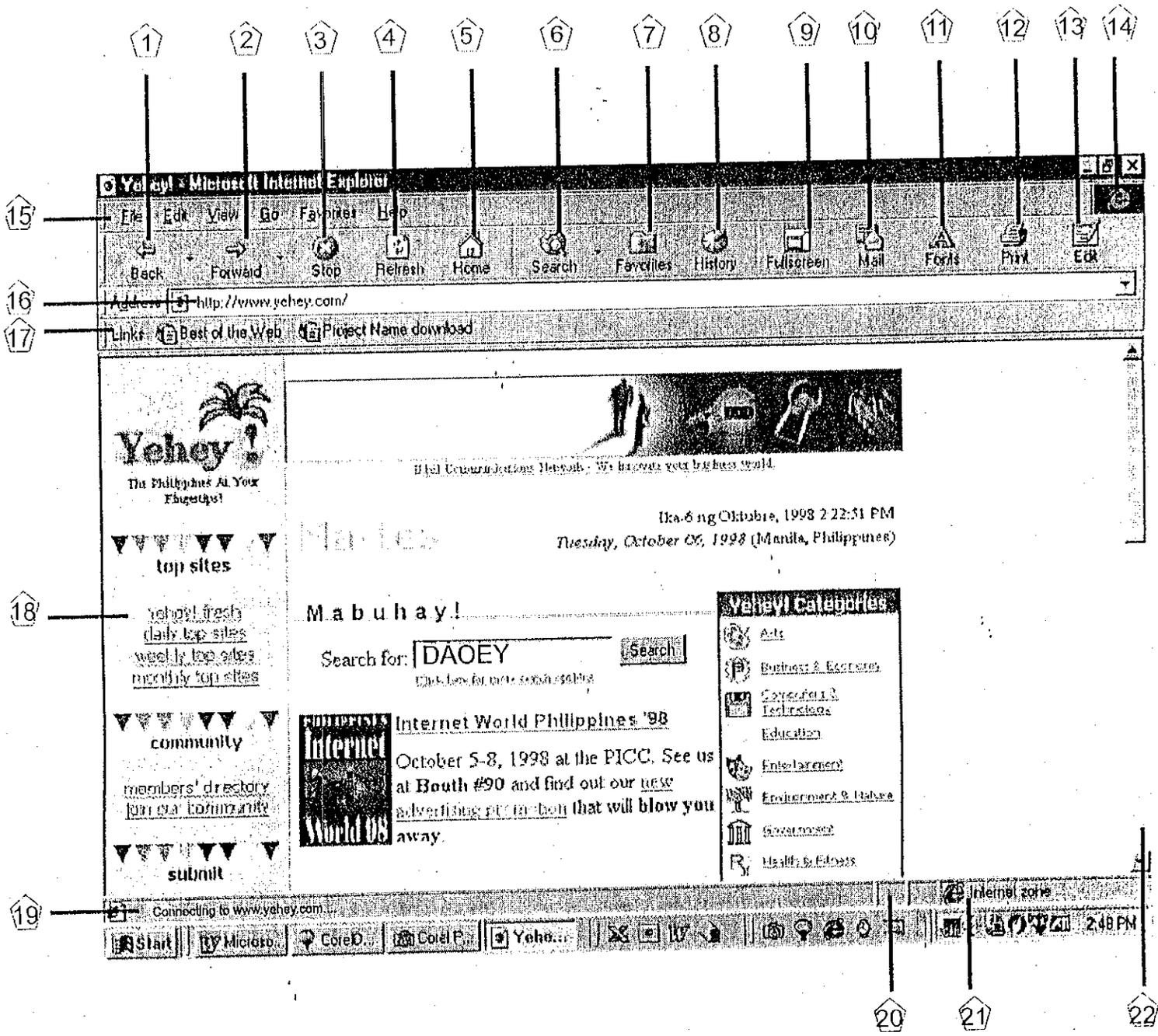
There are two major browsers that are currently being used today. They are:

1. Netscape. The latest version of Netscape currently is Netscape version 4.07. Netscape had been the most widely used browser until about two to three months ago. It has been around longer.
2. Microsoft Internet Explorer. The latest version of MSIE is version 4.03, although version 5.0 beta has been out for a while already.

There are other browsers, but they do not matter so much, since developers of web sites concentrate mainly on the two. Right now, I would recommend Microsoft Internet Explorer because of the following major reasons:

1. It is free. Netscape released its browser for free only this year. It is still unclear if the whole Netscape Communicator is free (browser, including mail, news, chat, netmeeting, etc.). The whole Microsoft Internet explorer package is given free. We won't have any problem with licenses if we install the product on your computers.
2. JAVA Problems. Some web sites use Java. Java (a programming language) bugs are more numerous with Netscape, and the patch took a while before it was released. An example is the Inquirer Page. When you open the Inquirer web page, your computer hangs.
3. HTML Problems. HTML is the primary language in the creation of web pages. The current HTML version is version 4.0, and is supported more by MSIE than Netscape. In MSIE, viewing Dynamic HTML pages is much safer than in Netscape when the page has errors.
4. User Range. More Internet surfers use MSIE.
5. Made by the same company who made Windows, the integration with the operating system is better.

A BROWSER INTERFACE



A WEB PAGE INTERFACE

1 2 3 4 5 6 7 8 9

The screenshot shows a web browser window with a navigation bar at the top containing icons for back, forward, home, search, and other functions. The main content area is divided into several sections:

- Left Sidebar:**
 - Yehey!** The Philippines At Your Fingertips!
 - ▼▼▼▼▼▼ ▼ **top sites**
 - Yehey! fresh daily top sites
 - weekly top sites
 - monthly top sites
 - ▼▼▼▼▼▼ ▼ **community**
 - members' directory
 - join our community
 - ▼▼▼▼▼▼ ▼ **submit**
- Top Navigation:**
 - Elal Communications Network - We innovate your business world
 - ka-6 ng Oktobre, 1998 2:22:51 PM
 - Tuesday, October 06, 1998 (Manila, Philippines)
- Search Section:**
 - Search for:
 - [Click here for more search options](#)
- Advertisement:**
 - Internet World Philippines '98**
 - October 5-8, 1998 at the PICC. See us at **Booth #90** and find out our new advertising promotion that will blow you away.
 - Watch out for the Official Binibining Pilipinas Web Site coming soon!
- Right Sidebar:**
 - Yehey! Categories**
 - Arts
 - Business & Economy
 - Computers & Technology
 - Education
 - Entertainment
 - Environment & Nature
 - Government
 - Health & Fitness
 - Leisure & Sports

92

BROWSER KEY FEATURES

All browsers that I've tested (Opera, Arachne, Internet Explorer, Netscape, Mosaic, etc.) have common buttons and features. What will be discussed here are features that you will see in many browsers, and are also found in the old text browser, Lynx. The features in bold are the necessary and most useful ones.

1. **The Back button.** This button will bring you back to the preceding screen that you have been viewing when you opened the browser. This is greyed out, or is not available if there is no preceding screen.
2. **The Forward button.** This button will bring you back to the succeeding screen that you have been viewing when you opened the browser. This is "greyed out", or is not available if there is no succeeding screen.
3. **The Stop button.** This button will stop further loading of the web page you are viewing. If you are searching for text in a page, and if the page is loading graphics, press this button if you do not wish to see additional load.
4. **The Refresh button.** A tricky button. If you wish to reload the whole page that you are viewing, click this. The problem lies with your browser. Your browser caches the page content in your Hard Disk. You might see the same. However, if you see that the page you loaded has not been finished (easy. Your browser tells you that you can't connect to a web site), click this button. Any pictures that your browser has completely taken will be in your cache and will not have to be downloaded again. However, if you really wish to reload the whole web page, including all the graphics, press Shift, and without releasing it yet, click Refresh. In Netscape and two other browsers, the Refresh button is the same as the Reload button.
5. **Home.** This is an editable button. Whatever you classify as Home button is what this button will point to. *So how would I know?* Simple. The first page that is loaded when you open your browser is the home. If you placed <http://www.ycoad.com>, expect www.ycoad.com to be the Browser Home Page.
6. **Search Button.** In the older browsers and browser versions, This is not seen. However, the newer ones have this. The two major browser today point this to a page at their website with links to many search engines, where you can search for a word or a phrase.
7. **Favorites.** This will simply open the folder where your saved favorite sites are contained. This is the equivalent of Bookmarks in Netscape and Arachne.
8. **History.** In the newer browser versions, this is seen. This will list down the history of what you have been viewing. This is handy if you forgot the URL where you've been surfing before.
9. **Full screen.** This is a functionality of Microsoft Internet Explorer that is very much handy for those who are doing something on the Internet. This will open the browser full-screen, to allot a little more space when you view a web page.
10. **Mail button.** When you install Netscape or Internet Explorer, this is also included by default, and calls the default Mail software that you use.
11. **Fonts button.** This button will simply change the font of the page that you are browsing. This has been noticed only in Microsoft Internet Explorer.
12. **Print button.** This will print the page that you are viewing. Oftentimes, when you click this button, what comes out of the printer is a blank page. This is still a bug of all browsers (even the beta ones I have reviewed). When the web page is still loading, nothing will come out. To circumvent this, click the Stop button, and Click print. However, In Netscape, this sometimes is not the answer, and you can only print if the

page is fully loaded or if Netscape tells you that an error has been committed while connected to the web site of the page that you are viewing.

13. The Edit button. Reserved for Web Page editors.
14. The Browser maker button. In Explorer, This looks like an E. In Netscape, it's an N. In Mosaic, there is a planet with stuff revolving around it. If you click this, this will bring you to the browser maker's website.
15. **The usual Windows commands toolbar.** This are where commands for the browser are located.
16. **The Address Bar or location box.** You can type in the URL or location of the website that you want to view. You can look at this to find out about the location of the web age that you are currently viewing. URL's are discussed further later in this section.
17. The Links toolbar. Normally, this is where very common links are located/placed. The default links placed here are usually meant to help the average user.
18. The Web page.
19. The browser message tray. This will tell you about the current activity of the browser.
20. The special message trays. Special icons will appear here. This happens if the web page has special conditions in it. You won't see anything here 99% of the time.
21. The Zone tray. This will tell you about what browser zone you are navigating in. Not a necessary feature for the average user.
22. Scroll Bar. Use this to scroll up or down the Web page.

THE WEB PAGE INTERFACE

1. The Usual Company signs location. In Most Web pages, The upper left corner contains either the name of the company or organization that has the web page.
2. The Menu location. This is the usual menu location for most web pages. This is where you find sub-module links for websites.
3. A Web Page graphic or picture.
4. A web page entry box. This is sometimes seen in web pages. Surfers or web page viewers can input data here.
5. A clickable link. You will notice that a page has links if the text is underlined, or there is a part of the web page wherein the mouse cursor turns into a hand. Clickable parts are also usually located within the graphics.
6. A clickable button. This button in a web page can be clicked, and it points to another link. Oftentimes, there is an entry box beside it.
7. An advertising banner. Many Web Pages have these nowadays.
8. The Web page background. In many cases, this is not included in a printout, especially if all the elements of the web page is not loaded well.
9. The scroll bar. This indicates if there are parts of the web page that you have not seen.

WHERE DO I GO?

That I do not know. But supposing you want to surf over to a website of Hollywood. In Internet Explorer, you can type the following at the location box:

find hollywood

The browsers today will pick up the word hollywood, submit it to a search engine of their choice, and voila, a list of links that could go to what you are looking for. Click a link. This will go to a new web page. Now, notice the text at the location box. It most probably would look like this:

<http://www.hollywood.com>

That is the location of the website that you want to go to. That is the Hollywood Uniform Resource Locator or URL. URLs are a convenient way of giving an address to a web object in the Internet. This is what you should take note of. The URL is one major feature Internet users should be well aware of. Haven't you noticed that lately, companies include this in their advertisements? URLs can also be the location of a file. The following are all URLs:

<http://www3.admu.edu.ph/ccpap/>

The CCPAP Web Pages

<ftp://ftp.nai.com/pub/vscan32/95iviscane.zip>

The location of a zipped file if you wish to download it.

<http://www.nai.com/pub/vscan32/95iviscane.zip>

The location of a zipped file if you wish to download it. Only the way of downloading it is different.

<http://www3.admu.edu.ph/ccpap/copyr.htm>

The location of a web page.

<http://www3.admu.edu.ph/ccpap/drums.wav>

The location of a sound file.

<http://165.220.4.19/ccpap/>

The CCPAP Web Pages. If you noticed a URL like this, the web site opts to use the Internet numbers assigned to the site.

Knowing the URL of a web site or a page will be a big advantage to any web surfer. But this does not necessarily mean that you have to memorize or jot down all URLs you see. Unless the URL is not easy to remember, you can do away with it. How? Simple. If you've noticed in most corporations, it starts with www, then ends with a com. So if I want to see the IBM website, I'd type

www.ibm.com

at the location box. Yes, you do not have to type the http:// thing. However, if it is an organization, you can add www and org instead so that it would look like this:

www.ibm.org

WHAT YOU CAN DO WITH YOUR BROWSER

Websites nowadays contain a lot of content that you, the surfer, can use. You can do your research online, You can buy CDs, books, order food, and just about everything with your credit card on the internet. You can browse through secure sites if you have a User I.D. and Password, just as CCPAP does with the World Bank Site. You can check out the news, which a lot of staffers are doing now. You can listen to the radio. You can view a television show. You can fix your bank account. And you can also chat online.

RESEARCH

Many libraries are now online on the Internet. The fastest way to research on a subject is to go to any search engine. An example is www.yahoo.com. Yahoo is one of the popular search engines with a lot of entries. Type the URL at the location box and wait for the page to appear. When an entry box appears, input the data you want to search. Click the search button afterwards. This will bring out a page where there are links.

In any search engine, it is but prudent to type every word, as you would expect it to be seen in the document you are searching. If you are searching for a topic that has more than one word use a '+' in between words.

For example, you are looking for a corporation that has experience with IBM Machines, and also has background on Microsoft Products.

You would type in the entry box:

Microsoft+IBM

If you want to look at where you can see the Past and Present contestants of the Miss Universe pageant, you can even type:

Show me the most beautiful women of the Miss Universe Pageant.

Searching with a query like this might take a little while longer, and it might include unpredictable results. But it can also give you the link you want.

WARNING: Like books, not all online content are true, or factual, or quotable. A LOT OF SCAMS are now online, and a lot of CCPAP staff have already been duped.

BUYING ANYTHING ONLINE

You can buy a lot of items online. If you live in Manila, you can even order tapsilog at various areas. Amazon, one of the pioneers in Internet Commerce, sells books, CDs, travel tours and a lot more. You can even reserve hotels via the Internet. In order to buy something, go to the URL of the company you want to transact business with. Search for the item you want first. In many cases, you will be given a "basket" option, where the item you selected is placed in a virtual basket. When you are through, you are then prompted with your user name and password. If you have none, you will be asked to fill out forms, and you will also be asked about the number of your credit card. You will notice that ample instructions appear for every page that you surf. It is prudent to read everything first. After you have given your credit card information, your order will then be processed, until you are through with the deal.

WARNING: Use newer browsers when you order anything online. While using them, look at the special message trays, and see if there is a lock there. If the lock is "locked" you are then conducting business within a secure Internet zone. If this is not what you see, forget about the site... some amateur is hacking your personal information.

SECURE SITES:

Commercial sites that sell anything have to be secure, and hence the requirement of a user name and password. CCPAP regularly checks financial updates from the World Bank website, and the process is done under a secure connection. There is no difference with that of an average web site, except that it requires you to log in.

NEWS: If someone got that paper, why bother waiting for your turn? You can also view the news online. A lot of Philippine Newspapers are online, aside from the international magazines:

If you have a very fast Internet connection (the US has this), You can even listen to online radios, and even watch television.

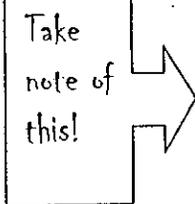
CHATTING ONLINE

You can join some groups and shoot the breeze via online chats. A Chat area is a place where people from different geographical locations link to, and type messages to each other. Some chat areas are monitored, and some are uncontrolled, with minimal administration.

Before joining any chat areas, there some pointers that you should know:

1. Do not presume any name/user/surfer to be what he or she really is. Take any talk as they come, unless the chatter is sincere enough.
2. Know the most common emoticons or smileys. If you do not even know what emoticons are, do not get peeved if chatters talk with the punctuation marks.
3. Know the most common abbreviations generally used in e-mail chat. A short list is provided at the bottom of the list.

Take
note of
this!



4. **DO NOT USE FOUL LANGUAGE.** Some chatters are of the very vengeful type. They are also capable of tracing you and flaming you. Never for a moment think that you are untraceable and far away when you are using the Internet.
5. Although chatting can be something to while the time away with, There are serious chat areas where people of one discipline or interest chat and discuss issues. However, if you do not have any thing else to do, do not go chatting. You are wasting the office bandwidth. Chat invariably clogs up the network because of its persistent transfer of packets of data.

SAVING INTERNET OBJECTS

You are currently surfing. Suddenly, you see a picture you like. In order to get this, right-click on the picture, and choose "save as". You may then save the picture into a file. If you've also gone into a web page, and you think you like it... there is a better option. Click "View" at the toolbar. Then click Internet Options ->Settings->View Files. There will be a lot of files, but what you have just heard is also there.

CUSTOMIZING YOUR BROWSER.

CHANGE YOUR OWN BROWSER HOME PAGE.

1. Go to the page you want to appear when you first start Internet Explorer.
2. On the **View** menu, click **Internet Options**.
3. Click the **General** tab.
4. In the **Home page** area, click **Use Current**.

TO SEARCH FOR TEXT ON THE CURRENT WEB PAGE

1. On the **Edit** menu in the browser, click **Find (on this page)**.
2. Type the text you want to find.
3. Change any settings as needed.
4. Click **Find Next**.

TO ENTER A WEB ADDRESS

1. In the **Address bar**, start typing the address you want to go to. If you've visited the Web site before, the new **AutoComplete** feature suggests a match as you type. The suggested match is highlighted in the **Address bar**.
2. After you finish typing the Web address, or when **AutoComplete** finds a match, press **ENTER**. To view other matches, press the **DOWN ARROW** key. **AutoComplete** also suggests matches for folder and program names you type in the **Address bar**.

If you type a partial address and then press CTRL+ENTER, Internet Explorer attempts to go to the exact URL that you typed, filling in only the protocol, such as http:, and the extension, if needed. For example, if you type **kochoya** and then press CTRL+ENTER, Internet Explorer attempts to open a Web site named **http://www.kochoya.com/**. You can turn off the AutoComplete feature.

TO REVISIT RECENTLY VIEWED WEB PAGES

1. On the toolbar, click the **History** button. The Explorer bar appears, containing links for Web sites visited in previous days and weeks.
2. Click a folder to display the pages within the site, and click the page icon to display the Web page. You can change the number of days that pages are saved in the History list. The more days you specify, the more disk space is used on your computer to save that information. You can hide the Explorer bar by clicking the **History** button again.

TO ADD A PAGE TO YOUR LINKS BAR

1. Drag the icon for the page from your Address bar to your Links bar.
2. Drag a link from a Web page to your Links bar.
3. Drag a link to the Links folder in your Favorites list: You can either drag it directly to the Favorites menu and then into the Links folder or you can drag it to the Links folder when displaying the Favorite list in the Explorer bar. You also can organize your links by dragging them to a different location on the Links bar.

TO ADD A PAGE TO YOUR COLLECTION OF FAVORITE PAGES

1. Go to the page you want to add to your Favorites list.
2. On the **Favorites** menu, click **Add to Favorites**.
3. Type a new name for the page if you want to. To open one of your favorite pages, click the **Favorites** button on the toolbar, and then click the page you want to open. To keep track of your favorite pages, you can organize them into folders. On the **Favorites** menu, click **Organize Favorites**. See the Related Topic below for more information.

SMILEYS OR EMOTICONS

:~) Your basic smiley. This smiley is used to inflect a sarcastic or joking statement since we can't hear voice inflection over e-mail. Nowadays it means that a joke or a statement was made and was meant to be funny.

;-) Winky smiley. User just made a flirtatious and/or sarcastic remark. More of a "don't hit me for what I just said" smiley.

:-) Frowning smiley. User did not like that last statement or is upset or depressed about something.

:-| Indifferent smiley. Better than a :-| (but not quite as good as a :-~).

:-> User just made a really biting sarcastic remark. Worse than a ;-).

>:-> User just made a really devilish remark.

>;-> Winky and devil combined. A very lewd remark was just made.

Widely used Smileys

(-: User is left handed.

%-) User has been staring at a green screen for 15 hours straight.

:*) User is drunk.

[:] User is a robot.

8-) User is wearing sunglasses.

B:-) Sunglasses on head.

::-) User wears normal glasses.

B-) User wears horn-rimmed glasses.

8:-) User is a little girl.

:-)8 User is a Big girl.

:-() User has a mustache.

:-{ 2 User wears lipstick.

{:-) User wears a toupee.
}:-(Toupee in an updraft.
:-[User is a vampire.
:-E Bucktoothed vampire.
:-F Bucktoothed vampire with one tooth missing.
:-7 User just made a wry statement.
:-* User just ate something sour.
:-)~ User drools.
:-~) User has a cold.
:-(User is crying.
:!) User is so happy, s/he is crying.
:-@ User is screaming.
:-# User wears braces.
:^) User has a broken nose.
:v) User has a broken nose, but it's the other way.
:_) User's nose is sliding off of his face.
:<) User is from an Ivy League School.
:-& User is tongue tied.
=:-) User is a hosehead.
-:-) User is a punk rocker.
-:-(Real punk rockers don't smile.
:=), User has two noses.
+:-:-) User is the Pope or holds some other religious office.
:-) User shaved one of his eyebrows off this morning.
;-) Same thing...other side.
|-I User is asleep.

|-O User is yawning/snoring.

:-Q User is a smoker.

:-? User smokes a pipe.

O-) Megaton Man On Patrol! (or else, user is a scuba diver)

O :-) User is an angel (at heart, at least).

:-` User spitting out its chewing tobacco.

:-S User just made an incoherent statement.

:-D User is laughing (at you!)

:-X User's lips are scaled.

:-C User is really bummed.

<|-) User is Chinese.

<|-(User is Chinese and doesn't like these kind of jokes.

:-/ User is skeptical.

C=:-) User is a chef.

@= User is pro-nuclear war.

*<:-) User is wearing a Santa Claus Hat.

:-o Uh oh! \

(8-o It's Mr. Bill!

*:o) And Bozo the Clown!

3:] Pet smiley.

3:[Mean Pet smiley.

d8= Your pet beaver is wearing goggles and a hard hat.

E:-) User is a Ham radio operator.

:-9 User is licking his/her lips.

%-6 User is braindead.

[;-) User is wearing a walkman.
(:I User is an egghead.
<:-I User is a dunce.
K:P User is a little kid with a propeller beanie.
@:-) User is wearing a turban.
:-0 No Yelling! (Quiet Lab)
:-: Mutant smiley; the invisible smiley.
.-) User only has one eye.
,-) Ditto...but he's winking.
X-(User just died.
8 :-) User is a wizard.
-=* :-) User is a TeX wizard.

MIDGET SMILEYS

:) Midget smiley.
:] Gleep...a friendly midget smiley who will gladly be your friend.
=> Variation on a theme...
:] What should we call these? (what?)
:) Happy.
:> What?
:@ What?
:D) Laughter.
:I Hmmm...
:(Sad.
:[Real Downer.

:< What?

:{ What?

:O Yelling.

:C What?

:Q What?

:(Crying.

[] Hugs and ...

:* Kisses.

|I Asleep.

^o Snoring.

MEGA SMILEYS

C= 2>,* {})) A drunk, devilish chef with a toupee in an updraft, a mustache, and a double chin.

};^#)) Updrafted bushy-mustached pointy nosed smiley with a double-chin.

Usenet Smileys (If you use Usenet)

~:-(Net.flame

O |-) Net.religion

8 :-I Net.unix-wizards

X-(Net.suicide

E:-I Net.ham-radio

EMOTIONAL SMILEYS

:-) ha ha

|-) hee hee

|-D ho ho

:-> hey hey

:-(boo hoo

:-I hmmm

:-O oops

:-P nyahhhh!

COMMUNICATION ABBREVIATIONS

I use the term communication abbreviations loosely because the following abbreviations are used in snail mail, e-mail, and in chat, and are in fact becoming fixtures in many other informal forms of communication. The most common ones are:

1. BTW - By the way
2. IMHO - In my Humble opinion (writer does not want to be branded as egotistical)
3. RTFM - Read the 'fine' manual. Note that this is said in a derisive tone. It means "do not insult my intelligence if you are too lazy to read the manual".
4. IRL - In Real Life
5. ROTFL - Rolling on the Floor, Laughing. The source really likes the joke.
6. FYI - For your information. Note that this is sometimes said in a derisive tone. It means "do not insult my intelligence if you are an idiot". If posted or said in a serious topic, it means the former.
7. FWIW - For what it's worth
8. ASL - Age Sex Location. Writer is asking for simply this. No harm intended.
9. AFAIK - As Far as I know.
10. AFK - Away from keyboard

There are many more of these, and if you do not understand it, it is best to ask the source right away.

URLS

SEARCH ENGINES

1. www.excite.com - This site is much more updated than Yahoo, but has lesser links.
2. www.yahoo.com - This site can give a lot of links, but sometimes is not updated. Some of the links are dead links.
3. www.hotbot.com
4. www.yehey.com - The best place to search for anything Filipino
5. search.com
6. www.lycos.com
7. www.snap.com - An upstart search engine.
8. www.newhoo.com - A search engine that has more active links than any of the other search engines. This has few links currently.

NEWS

1. www.inquirer.net - Philippine Daily Inquirer
2. www.cnn.com - CNN Live!
3. www.abs-cbn.com - ABS-CBN
4. www.gmaquest.com - GMA
5. www.manilatimes.net - Manila Times
6. www.nytimes.com - The New York Times
7. www.balita.com - Weekend Balita

OTHER URLS OF GENERAL INTEREST

1. www.nrshowbiz.com - Movie Reviews
2. www.chow.net - Order Food in Metro Manila. Pizza? Tapsilog? Burgers, anyone? This includes links to Wendy's, Magoo's Pizza, Pancake House, Tokyo Tokyo, Pizza Inn, Chowking, etc.
3. www.malacanang.gov.ph - Malacanang Palace
4. www.wpd.pnp.gov.ph - The Western Police District. Pictures of the Most wanted men and women are posted here. (Are your pictures here?) :-)
5. www.amazon.com - The best online book seller.
6. www.cdnw.com - Buy CD's here. (The collections are not as extensive as Amazon.com)
7. www3.admu.edu.ph/ccpap/ - The Coordinating Council of the Philippine Assistance Program
8. www3.admu.edu.ph/ccp/ - The Cultural Center of the Philippines
9. family.disney.com - The Family page.... A helpful guide for those with families.
10. www.match.com - The Matchmaking site. Love, Romance, penpals... **FOR SINGLES ONLY.**

SOME FACTS ABOUT INTERNET IN THE PHILIPPINES

In August 1986, the First Filipino BBS was put up and launches a wave of BBS networking developments. BBS culture spawned the earliest cyberculture in the Philippines. The online community that was developed through BBS networks directly evolved into the Philippine Internet community today, providing the needed technical expertise to develop the local Net infrastructure.

Some current Philippine Internet facts

- E-Mail Only Services (6)
- Full Service ISPs (132)
- Cybercafes and Walk-in Internet centers (25)
- Fast growth due to private sector initiative and lack of government intervention
- All over the Philippines - not a Manila-centric phenomenon
- Directory lists 43 locations (mainly major urban centers) from Angeles City to Zamboanga

PHILIPPINE NETUSER POPULATION

- Characterized in the past by estimates (or "guesstimates") due to lack of extensive market studies.
- Popular 1998 Industry Estimate: 200,000 users
- Cited by many ISPs
- indicates rapid growth over 4 years
- International Data Corp (IDC) Study: Market studies + Extrapolated figures of Philippine net population based on a model used worldwide.

IDC Model - IDC bases its Internet figures on the Internet Commerce Market Model (ICMM), which takes into account:

- the installed base for PCs and other Internet access devices;
- the number of users per device
- the amount of time users spend on the Web
- the value of user purchases on the Web
- and number of URLs on the Web.

IDC Study: Stats

- 217,121 Philippine users at the end of 1997
- More than 900,000 by the year 2002
- Over the next five years, Internet usage in the country will grow at an annual compounded growth rate of about 40%
- In line with the growth patterns exhibited by worldwide markets (38% annually)
- Asian currency crisis to dampen growth patterns by 2%

IDC Study: User profile

- 75% of Philippine users have access to the Web (1997)
- This will increase to 95% by 2002
- 6% of Phil. Users bought products through the Web
- This will increase to 30% by 2002

Philippine User Demographics?

- No major studies conducted to arrive at profiles of users.
- We simply assume socio-economic status (i.e. capacity to afford personal computers)
- Needed: More online surveys on Philippine websites, more attempts by ISP associations to gather data and share them for the industry good.

RP-Web

- House Resolution 890, authored by Rep Verceles of Catanduanes
- Enjoins all government offices, agencies, schools (12,000) to connect to the Internet through Internet Exchanges
- AO 332 signed by President Ramos in Nov 97
- Integrated into IT21 (National IP Plan)
- Implementation schedule and methodology: Vague

Phone Metering Issue

- PLDT petition to meter local telephone calls (NTC Case No. 97-039)
- Opposed by 13 groups including, TUGP, PISO as "bad for business" and "bad for the Internet"
- NTC approved petition Nov 1997, to take effect in one year
- PLDT to implement this May 1999
- PISO filed a motion for reconsideration Dec 97 - NTC still has to resolve this. The

PISO motion for reconsideration argues that:

- The NTC decision, "resolves ALL the ACTUAL and LEGAL issues raised by the oppositors WITHOs not, suffering financial losses. In fact, its earnings grew nearly 26% in the first nine months of 1997.
- Local call metering is a new mode of billing, not a rate adjustment, and may not be granted by a Provisional Authority.
- Provisional Authority is illegal UT giving them the opportunity to be heard thereon."
- Although the NTC has the power to issue a Provisional Authority at any time, the decision was made without any pressing or immediate need to do so. PLDT was not, and i

RP-Web & Phone Metering

- Administrative order 332 enjoins government to lower cost of access to the Internet
- Metering is against the conditions raised by the AO because it is perceived to raise the cost of Net access
- "This may be considered by the NTC" - PISO

- There is a Senate Investigation on Metering Issue, Proposed by Sen. Juan Flavier (Senate Resolution 58)(Head of Senate Commission on Science & Technology) to study the effect of Metering on Internet industry, e-commerce, and Philippine Information Infrastructure (PII), and look into allegations that public has not been adequately informed of issue

Alternative Access to the Internet

- Internet via CATV
- SKY (testing)
- Destiny (Nov 98)
- Home Cable (Newgen)
- "Web-TV" lookalikes
- Destiny's MC2
- Internet via Satellite
- Zaknet
- Destiny's DOMSAT

What the Asian Currency Crisis is doing to the Internet

- Has affected all IT sectors, including hardware vendors, consulting services, and ISPs
- ISP price increases
- US-dollar denominated rates for leased line connection to Internet
- Price increases or Dollar-based pricing for leased line connections
- And Yet ... there are no increases for dialup customers, and there are Price decreases due to competition

The Future, with regards to Internet in the Philippines:

- 1999-2000 - Continued growth of user population, but possibly less ISPs
- Shift toward cable/sat access due to cost of dialup (phone metering)
- Growth of ISPs in the Provinces, Shakeout in Metro Manila
- Local E-Commerce to prosper due US initiatives, APEC, ASEAN

THE USAGE OF THE CONFIG.SYS

The config.sys file is a very important file for the operation of Microsoft and IBM DOS operating systems.

Why is the Config.sys useful?

The Config.sys file contains configuration parameters that describe the characteristics of your hardware and software to DOS. These parameters can be placed according to what you want to describe to DOS. One can even create temporary disk drives. Most of the software nowadays require the existence of this file. However, the advent of Windows95 shortened the use of much of this file's parameters.

What does it look like?

The config.sys file is an ASCII text file. For Windows 3.1 running optimizing a 486dx2 processor chip and available RAM equivalent to 4MB, it may look like this:

```
DEVICE=C:\DOS\HIMEM.SYS
DEVICE=C:\DOS\EMM386.EXE NOEMS HIGHSCAN I=B000-B7FF FRAME=NONE
WIN=B500-B7FF WIN=B200-B4FF
BUFFERS=15,0
FILES=50
DOS=UMB
LASTDRIVE=E
FCBS=4,0
DOS=HIGH
DEVICE=C:\WINDOWS\SMARTDRV.EXE /DOUBLE_BUFFER
STACKS=0,0
```

The following are CONFIG.SYS commands

BREAK	DEVICEHIGH	FILES	SHELL
BUFFERS	DOS	INSTALL	STACKS
COUNTRY	DRIVPARM	LASTDRIVE	SWITCHES
DEVICE	FCBS	REM	
BREAK			

Syntax: Break=on/off

BREAK is used to increase the number of times DOS checks for Break commands at any given point to stop a command. The BREAK KEYS are CTRL+C AND CTRL+BREAK. This is not usually used, since most software nowadays ignore or redefine the use of the break keys, and also since most computer users use this rarely, if not at all. BREAK decreases the speed of the system slightly because of its checking.

BUFFERS

syntax: Buffers=nn
nn is the number for buffers

BUFFERS are units which are reserve areas in your memory as temporary holding areas for information from disks. Buffers hold parts of files that are waiting to be stored or used by a program, in addition to directory and file-table information about the disk. However, too much assignation of memory to buffers can slow down other programs that use main memory. The best number would be from 10 to 20. If you are using Windows95/98/NT, Forget about fixing this parameter.

COUNTRY

Syntax: Country=nn

nn is the country code

COUNTRY is used to tell DOS what country format the hardware and software is using. This is not used in the Philippines, since the default of computers in the Philippines is US, and the default of DOS is US. If you are using Windows95/98/NT, Forget about fixing this parameter.

DEVICE

Syntax: Device=[drive] [path] XXXXXXXXXXXXXXXXXXXXXXX [device driver parameters]

XXXXXXXXXXXXXXXXXXXX is the name of the device

DEVICE is a very important command. This tells the operating system what hardware or device is with your computer and what is the device driver or device user file that is going to be used for your system. Device drivers are required by many software before they can run smoothly.

EMM386.EXE (USUALLY USED FOR COMPUTERS WITH 286 and above CHIPS, and with computers that do not use Windows95) If you are using Windows95/98/NT, Forget about fixing this parameter.

Simulates expanded memory in extended memory and provides access to the upper memory area on a computer with an 80386 or higher processor.

HIMEM.SYS (USUALLY USED FOR COMPUTERS WITH 286 and above CHIPS)

Manages the use of extended memory on a computer with an 80286 or higher processor and extended memory. If you are using Windows95/98/NT, Forget about fixing this parameter.

SMARTDRV.SYS(USUALLY USED FOR CCPAP COMPUTERS WITH 286 and above CHIPS) If you are using Windows95/98/NT, Forget about fixing this parameter.

OTHER DEVICES ARE USUALLY CONTAINED AND INSTALLED BY THE SOFTWARE THAT ARE INSTALLED INTO THE FIXED DISK.

Most oftentimes, many of the old computers don't need to have devices installed because of the small amount of main memory they have. Hence many of the newer software can't run on them.

FCBS

Syntax: FCBS = x

x is the number of the file control block

FCBS or File Control Blocks are data structures that store information about a file. Older software sometimes require this command, but newer ones don't, because of one limitation: if more files were opened than the file control blocks listed, DOS might close the files that were opened earlier. If you are using Windows95/98/NT, Forget about fixing this parameter.

FILES

Syntax: FILES=X

x is the number of the files that will be concurrently opened.

FILES is very important in most software since it allows a certain number of files to be accessed at one time. Valid values range from 8 to 255. the default value is 8. Some Programs require a larger value, and the typical number is 20.

INSTALL

Syntax: INSTALL= [drive] [path][filename][parameters]

Loads a memory resident program into memory when DOS is started.

LASTDRIVE

Syntax: LASTDRIVE=n

N is the drive number

LASTDRIVE command specifies the maximum number of drives you can access. If you are using Windows95/98/NT, Forget about fixing this parameter.

REM

REM is used as the first word for a comment within the file. Comments are use to make reading of the config.sys easier

SHELL

Syntax: SHELL=[drive][path][filename][parameters]

SHELL is used to specify the name and location of the command interpreter you want MS-DOS to use. If you are using Windows95/98/NT, Forget about fixing this parameter.

STACKS

Syntax: STACKS=n,s

n is the number of the stacks

s specifies the size in bytes of each stacks

If you are using Windows95/98/NT, Forget about fixing this parameter.

INSTALLING SOFTWARE

Installing software on your hard disk is usually very easy. With original installation diskettes, The commands are usually Install.xxx or Setup.xxx. In most cases however, it happens that you don't have the installation diskettes with you, so you can still have software's for your hard disk simply by copying from other units or computers.

For example, you want to copy Wordstar 4 from somebody else's computer, and you don't have the installation diskette with you. You go to the Wordstar 4 Subdirectory, copy the files into a diskette, and transfer it to your hard disk.

USAGE OF PAK

To pack files using PAK, use this syntax:

PAK A [packed file name] [where the file is]

To unpack, use this syntax:

PAK E [packed file name]

USAGE OF PKZIP

To pack files using PKZIP use this syntax:

PKZIP [packed file name] [where the file is]

To unpack, use the Pkzip counterpart which is PKUNZIP.EXE, and use this syntax:

PKUNZIP [packed file name] [where the file is]

Ever wanted to shorten a procedure/procedures at the command prompt so that you won't have to type all those characters? You create a batch file. The commands you write into a batch file are the commands you input at the DOS prompt. The autoexec.bat is an example of a batch file.

EXAMPLE 1

CASE: Every day, Mr. Qwertyuiop uses a command at the root directory of C:, then goes to the subdirectory C:\TOOLS\ANTIVIRUSCANTOOL to SCAN drive C: for viruses, then goes to the C:\WS4 subdirectory to start Wordstar. Normally, he would type the following:

```
CD\TOOLS\ANTIVIRUSCANTOOL
Enter
SCAN C:
Enter
CD\WS4
Enter
WS
Enter
```

Dilemma: How to shorten the troublesome process of typing all these troublesome keys.

SOLUTION:

Qwertyuiop opens a non-document file at Wordstar and names it ZX.BAT. He types the following before saving it.

```
CD\TOOLS\ANTIVIRUSCANTOOL
SCAN C:
PAUSE
CD\WS4
WS
```

He employs the PAUSE command, so that after scanning, he will see if there are viruses, and if there are, stop the batch file from continuing using CTRL + BREAK.

ADVANTAGE:

Now all Qwertyuiop types each morning are the keys A, S, and ENTER.

1. If you want to be able to conserve more energy while you are using the computer, but you don't want to quit your application and turn off the whole system, then turn off the monitor. This cools down the monitor, and extends the monitor's life.
2. for minimum eye stain and the top of the screen should be at eye level. Colored High resolution monitors makes many text types very small so as to be more difficult to

encapsulate through vision, thus also straining the eyes. This monitors are for made for graphics applications, and not your favorite Wordstar or Lotus.

DOS TIPS

A. USING THE *.* (STAR POINT STAR)

Usually, when you want to copy all from a drive, directory, or subdirectory, you use copy *.*. Now, with DOS versions 5.0 and 6.0, you can use the period instead of the star point star. that is , use the character . instead of *.*. in effect you use copy . only., saving more time in keyboard punching.

B. USING REN

PROBLEM 1: Sometimes you lose your original Wordstar file after a brownout, or if somebody happens to trip your power cord. However, You have a backup file with the .bak extension. you can't edit this file, since if you open it, it will be in a protected mode. How do you access this file?

PROBLEM 2: You want to make a file with a name already used. If you do so, it will overwrite the existing file, and that is not what you want. However, since you are not lazy enough to think about it, you copy the first file into a diskette, so that you can have a back-up of the first file, since it will be overwritten by the second same-named file. Do you have a shortcut to this problem?

PROBLEM 3: You have a lot of files in a directory and it gets so confusing, since they are named, for example PROGRAM1, PROGRAM2, PROGRAM3, PROGRAM4, ETC., so that in order to look for a particular piece of data, you have to check all of the files. How should you remedy this dilemma?

SOLUTION: Rename the files. Use the REN command. the syntax is as follows:

For example, you want to rename FILE1.BAK into the name EDSAROAD. You type this command at the subdirectory where the file FILE1.BAK is :

```
REN FILE1.BAK EDSAROAD
```

Presto! The filename is now EDSAROAD.

C: using dir/w/p

Problem: you want to see all the files in a big directory, and you want it in five columns: However, there are to many, so that all you see are the files at the end, since the directory keeps right on scrolling. You remedy the situation by pressing pause a fast as you can after you press the Enter key. Is there any way you can have what you want a little bit easier?

SOLUTION: Instead of DIR/W, use
DIR/W/P

PC MANNERS

1. Do not just close a program, if the file opened has not yet been saved. Better yet, save it before you close it.
2. If you have problems with your computer, check what you can before asking for help. You just might not have turned your computer on. Or you just did not plug it.
3. Never delete/erase file/s until you are sure there is a backup or the person who placed it there does not need it anymore.
4. ALWAYS CHECK FOR VIRUSES. Do this every morning. Somebody might have used the computer while you were gone, and a virus might be there.
5. Care about other people's computer problems. Someday it might be your problem too.
6. Never put any food on your monitor or CPU.
7. Erase your unnecessary files.
8. keep your data file organized. Use names that are easily recognizable. Keep your data at least in recognizable directories.
5. If others have to use your unit, don't put passwords.